

**State of Arizona**

**Department of Corrections**

**Adult Information Management System (AIMS)**

**Inmate Visitation User Manual**

REVISED MAY 1993

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Prepared by Management Information Services  
Division of Administration

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## INTRODUCTION

This user manual has been revised by Management Information Services. It is the result of a state-wide review by Adult Institutions Operations Officers and recommendations by Subject Matter Experts. It is designed to assist visitation staff in developing consistency in the administration of the inmate visitation process among the States prison complexes and improve accuracy of the information provided by the automated system.

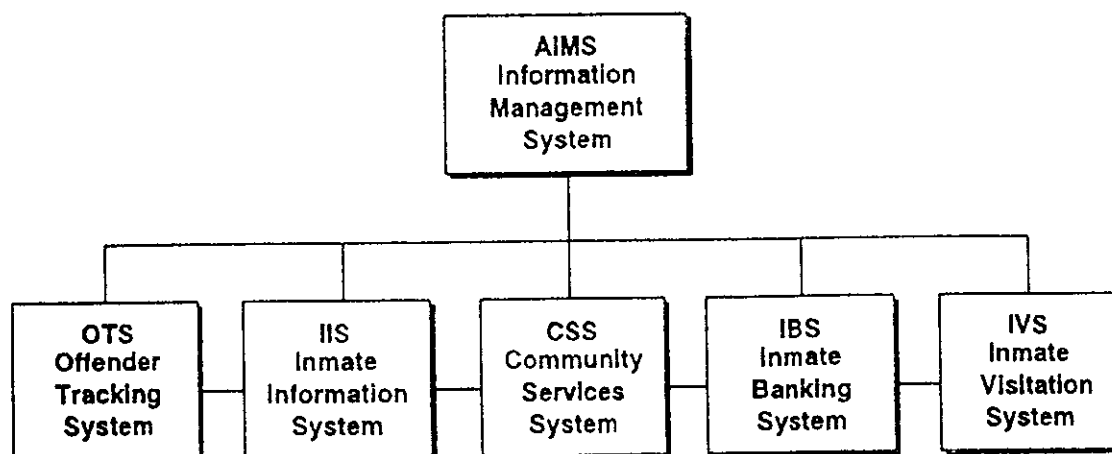
This revised edition addresses the three (3) primary areas of concern in the development and maintenance of an automated system:

Policy and Procedure, Data Collection (the Preparation Process) and Screen Mechanics (the Data Entry Process). AIMS screens reflect the informational product of staff activity within a functional area. If the product is not what is expected, then, there is a high probability that the activity is not occurring as intended. It is crucial that the visitation process and the automated system are integrated into a common product.

### ADVANTAGES OF AN AIMS SYSTEM USER MANUAL

- ☐ Provides a standardized training instrument for the beginner and a reference resource for the experienced user.
- ☐ Enhances consistency and accuracy of data entry by providing easy access to screen diagrams, entry sequences, formats and code tables.
- ☐ Promotes productivity by reduction of the time required for information retrieval.
- ☐ Improves data collection and retrieval for planning and research by building a standardized data base.
- ☐ Identifies responsibility and establishes accountability for the maintenance of system security and effectiveness.

## OVERVIEW OF AIMS



The Adult Information Management System (AIMS) is the computerized Master Record File maintained for each inmate committed to the Department of Corrections. AIMS is used to follow each inmate's case from initial classification through release.

## SYSTEMS DESCRIPTIONS

### OFFENDER TRACKING SYSTEM (OTS)

Registers new inmates. Records their sentence structure. Monitors investigations about an inmate. Relates inmates to outside authorities. Identifies facilities and staff members. Provides user assistance.

### INMATE INFORMATION SYSTEM (IIS)

Admits new inmates via OTS. Tracks all their external movements. Assesses their custody level. Maintains their legal status. Tracks their location within institutions. Record all parole board actions. Supports management and research.

### COMMUNITY SERVICES SYSTEM (CCS)

Tracks inmate-related investigations via OTS. Intakes new supervision inmates via OTS. Monitors officer caseloads. Assesses inmate risk and needs. Accounts for cost of supervision fees.

### INMATE BANKING SYSTEM (IBS)

Processes all banking transactions. Controls bank account activities. Transfers accounts between institutions. Maintains a general ledger. Reconciles all checks.

### INMATE VISITATION SYSTEM (IVS)

Maintains identification information on each visitor. Monitors visitor's approval to visit status. Checks potential visitors prior to approval. Provides information about a visit and comments. Tracks inmate location and number of visitors allowed via OTS.

**PAROLE BOARD  
SYSTEM (PBS)**

This system is not listed on the AIMS Organizational Chart because it is new. It maintains Parole Board Hearing information on each inmate and tracks the inmate status through the Parole Board Hearing and decision process.

**COMPONENTS**

The automated Inmate Visitation System is comprised of the following components:

**VISITATION  
SCREENS**

DT01 Visitation Menu  
DV01 Visitor Screen  
DV02 Visitor Detail Screen  
DV03 Visitor Name Search Screen  
DV05 Visit Screen  
DV06 Visitor Suspension/Violation  
DV07 Visitation Comments Screen  
DV11 Visitor Approval Date Screen

**VISITATION  
REPORTS**

|                             |  |
|-----------------------------|--|
| Inmates Without Visitors    | Special Visit Report                   |
| Visitor List (Inmate Copy)  | Minors Turning Eighteen                |
| Visitor List (Office Copy)  | Young Children Turning Eight           |
| Visitor List 6 Months Prior | Inactive Inmate Update                 |
| Visitor List (Totals Only)  | Edit Reports - All                     |
| Duplicate SSN               | Visitor Approval Follow-up Report      |
| Multiple Visits Report      | Visitor Suspensions/Violations         |
| Inmate Visit Report         | Visit Summary - Inmate's Visitors      |
| Location Visit Report       | Visit Summary - C, S, and/or Attorneys |
| Current Visitors Report     |  |

**CONSTRAINTS**

The Inmate Visitation System must conform with visitation policy and policy regarding the confidentiality of information received.

The maximum number of visitors an inmate may receive during a single visit at a particular institution is established and can be accessed using the AIMS DT05 Facility information Screen.

A visitor designated as inactive for thirty (30) months will be removed from the database when the inmate/s they have visited reach their maximum expiration date. A visitor that has been permanently suspended will not be removed from the database. A visitor with a suspension will remain on the database for ten (10) years prior to removal.

## AIMS PASSWORDS

USER ID:

NAME:

PASSWORD:

TRANSACTION PASSWORD: - invisible

**CONFIDENTIALITY:** These codes are confidential and protected under A.R.S. Title 13 § 13-301, Definitions; A.R.S. Title 13 § 13-303, Criminal liability based upon conduct of another; and A.R.S. Title 13 § 13-2316, Computer fraud, classification.

**PASSWORD SECURITY:** AIMS passwords and sign-on codes shall not be written-down or displayed in areas where access by other individuals may occur. Passwords shall not be given to persons who are not authorized to have them.

**CRIMINAL ACCOMPLICE:** Under provisions A.R.S. Title 13 § 13-301 and A.R.S. Title 13 § 13-303, if you provide the means or opportunity to another person to commit an offense you are an accomplice of the other person in commission of the offense and are criminally accountable for that other persons conduct.

**COMPUTER FRAUD:** Under provisions of A.R.S. Title 13 § 13-2316(B) "A person commits computer fraud in the second degree by intentionally and without authorization accessing, altering, damaging or destroying any computer, computer system or computer network or any computer software, program or data contained in such computer, computer system or computer network." A.R.S. Title 13 § 13-2316(C) "...computer fraud in the second degree is a class 6 felony.

**WARNING:** If you provide another person with any password or sign-on code that they are not authorized to use, and that person accesses the AIMS system, you, as well as that person, are guilty of a class 6 felony. At a minimum, such a violation of state law is a serious violation of the State Personnel Rules and may result in disciplinary action which could include dismissal from state service.

## DATA PROCESSING CONSIDERATIONS

Process involves AIMS related visitation practices. Automation is the integration of procedural activity and information technology. Various processes have evolved throughout the Department since the implementation of the AIMS Inmate Visitation System. The use of Visitation screens and the use of screen codes vary between Complexes. This process is a derivation of existing processes and potentially the most efficient and effective one for developing consistency throughout the Department.

This process helps insure unnecessary data is not added to the data base and stored indefinitely; this unnecessary data can be misleading, more labor intensive and can occasionally create hardships for visitors trying to get approval to visit.

The following key elements of the process are proposed as the Departmental standard. These elements, although simplistic, address the greatest deviations in practice and the primary sources of confusion.

1. The Visiting List is received from the inmate.
2. The inmate is notified the Visiting List has been received and accepted. (The Visiting List is the inmate's wish list. Names on the Visiting List should not be entered on AIMS until the Application to Visit Form has been received from the visitor. Until that form is received there is no way of knowing whether or not the person is interested in visiting.)
3. Upon receipt of the visitor's Application to Visit Form the visitor is entered on AIMS as PENDING. (PENDING indicates the Application to Visit Form has been received and pending the results of the NCIC/ACIC check. To enter a visitor prematurely on the data base may leave the visitor pending indefinitely. The visitor may have had no interest in visiting the inmate, but is now precluded from getting on another inmate's list because of PENDING status. Unnecessary hardship has been created on the visitor and on staff trying to resolve the matter.)
4. Prior to the actual entry of the visitor on AIMS a DV03 NAME SEARCH is conducted to ensure no duplicate names are entered and to ensure the visitor is not already on another inmate's list. (The only occasions that warrant a visitor being added on AIMS using a sequence number "2" are when (1) a different visitor is already recorded on AIMS with the same name and birth date, (2) when attorneys, contractors or sponsors are listed professionally and also as regular visitors (3) or when a regular visitor is approved at another complex as a Special Visitor. If a visitor is listed as INACTIVE, the INACTIVE status should be changed to PENDING.)
5. Based on the results of the NCIC/ACIC check the visitor's status will be changed on AIMS to APPROVED or DENIED.
6. When a visitor is approved the inmate will be notified and the inmate will notify the visitor. When denied the Department will notify the visitor.
7. After approval, pending receipt of proper identification the State Code, the Unit Location Code, the First Four Letters of the Adult Visitor's Last Name, the First Letter of an Adult Visitor's First Name and the First Letter of an Adult Visitor's Middle Name (AZW02BARBJK) should be typed in the Secondary ID field.

8. After approval, pending receipt of a minors proper identification the State Code, the Unit Location Code and "NEED BC" should be typed in the Secondary ID field.
9. A minor should not be grouped with an adult other than the custodial parent or legal guardian unless a notarized statement has been provided by the custodial parent or legal guardian authorizing the minor to be accompanied by the adult.

### THE OFFENDER TRACKING SYSTEM MENU (DT01)

Before any visitation records can be created on the Inmate Visitation System, an entry must be made on the Facility Information Screen (DT05) found in the Offender Tracking System (OTS). This entry sets the maximum number of visitors an inmate may have at any one time. The number may vary from institution to institution, therefore, an entry must be made for each location.

|   |      |                   |                                     |
|---|------|-------------------|-------------------------------------|
| DT01: 0 OTS   |      | MM/DD/YY HH.MM.SS |                                     |
| OTS0200   |      | PAGE 1 OF 9       |                                     |
| OFFENDER TRACKING SYSTEM (OTS) MENU   |      |                   |                                     |
| INSTRUCTIONS: FIND THE DESIRED SCREEN IN THE LIST BELOW. MOVE THE CURSOR DOWN TO THAT LINE ENTER THE DATA REQUESTED DEPRESS THE "ENTER" KEY |      |                   |                                     |
| **TRANSACTION TITLE**   | CODE | TYPE              | ADC NO OTHER DATA                   |
| SENTENCE STRUCTURE  | DT02 | -                 | ____ (COMMITMENT) ____ (COUNT)      |
| DETAINER/WARRANT  | DT03 | -                 | ____                                |
| PERSONAL CHARACTERISTICS  | DT04 | -                 | ____                                |
| FACILITY INFORMATION  | DT05 | -                 | ____ (LOCATION)                     |
| PERSONAL HISTORY  | DT06 | -                 | ____ (DATE)                         |
| COMM.SER. INVESTIGATIONS  | DT07 | -                 | ____                                |
| OFFENDER COMMENTS   | DT08 | -                 | ____ (COMMENT TYPE)                 |
| LAST NAME SEARCH  | DT09 | -                 | ____ (MATCH?)                       |
|   |      |                   | ____ (FIRST) ____ (MID.INIT)        |
|   |      |                   | ____ (RACE CODE) ____ (SEX: M OR F) |
|   |      |                   | ____ (BIRTH YR) ____ (YRS + OR)     |
|   |      |                   | ____ (BIRTH MONTH) ____ (BIRTH DAY) |
| CMD KEY CAN BE USED ON MOST SCREENS (INCLUDING THIS ONE) TO DO THE FOLLOWING:   |      |                   |                                     |
| CMD1=RETURN TO MENU CMD2=DISPLAY FIRST PAGE CMD3=DISPLAY NEXT PAGE  |      |                   |                                     |

The DT05 Facility Information Screen can be accessed from the first page of the DT01 AIMS MENU or by typing the correct request on the Transaction Request Line on any AIMS screen. As with any Transaction request, your personalized Transaction Password is required at the top of the page to complete any screen request (refer to Sign On/Off procedures).

Once your Transaction Password has been entered the cursor will automatically move to the Transaction TYPE field. Upon completion of this step the cursor will move to the (LOC) location field. A list of Location Codes can be found in the DA01 Automated Code Tables under the Data Element CICURLOC. After typing in the location press the [ENTER] key. The selected screen will be displayed.



## FACILITY INFORMATION SCREEN (DT05)

Establishing a maximum number of visitors an inmate may have at one time, on the DT05, is only required once. After having made this entry visitation records can be created as often as necessary. The maximum number of visitors allowed to visit an inmate at one time will be displayed in the MAX VISITORS/INMATE field.

|   |  |                                  |
|---|--|----------------------------------|
| DT05 6 A01<br>OTSB106                   | FACILITY INFORMATION                   | MM/DD/YY HH.MM.SS<br>PAGE 1 OF 1 |
| FACILITY NO: A01 NAME: ASP CENTRAL UNIT |  |                                  |
| TYPE : 10 ADULT INSTITUTIONS            | ADDRESS STREET: BUTTE AVENUE           |                                  |
| ADMIN: MR. JOHN AVENENTI                | MAIL : 1000                            |                                  |
| TITLE: DEPUTY WARDEN                    | CITY : FLORENCE                        | ZIP: 85232 0                     |
| ADMINISTRATIVE REGION: F                | PHONE : 602 868-4011                   | SPEED: 47                        |
| ASP COMPLEX - FLORENCE                  | MAX VISITORS/INMATE: 00                |                                  |
| FOR INMATES ONLY: OPERATIONAL CAPACITY: | MALE: 00938                            | FEMALE: 00000                    |
| SPECIAL USE                             | : MALE: 00047                          | FEMALE: 00000                    |
| INMATE BANK PARAMETERS:                 |  |                                  |
| MACHINE GENERATED CHECKS (Y/N): Y       | PARTIAL WITHDRAWAL (Y/N): N            |                                  |
| INMATE WITHDRAWAL LIMIT: 0.00           | WITHDRAWAL OF CENTS PERMITTED (Y/N): Y |                                  |
| AUTOMATICALLY UPDATED ACCOUNTS:         | ASSET: 100                             | LIABILITY: 200                   |
| LAST USED CHECK NUMBER: 094857          |  |                                  |
| READY FOR UPDATE                        |  |                                  |

A Transaction Type is a code used to specify a specific screen activity. There are two (2) Transaction Types applicable to the visitation process.

## TYPE (Transaction)

- 4 display visit record
- 6 change visit record

The capability to change the total visitors per location is restricted by password. However, a change in the number of allowable visitors can be accomplished, by authorized staff, using a Transaction Type "6", by moving the cursor over the number in the MAX VISITORS/INMATE field, typing the new number and pressing the [ENTER] key to invoke the change.

## THE VISITATION MENU (DT01)

The Inmate Visitation System (IVS) Menu can be found on pages seven (7) and eight (8) in the AIMS Menu System. Individual visitation screens can be accessed from this menu by selecting any one of the screens listed under **\*\*TRANSACTION TITLE\*\***.

| DT01 0 IVS<br>OTS0200   |      | INMATE VISITATION SYSTEM (IVS) MENU |                                   | MM/DD/YY HH.MM.SS<br>PAGE 7 OF 9 |
|---|------|-------------------------------------|-----------------------------------|----------------------------------|
| INSTRUCTIONS: FIND THE DESIRED SCREEN IN THE LIST BELOW MOVE THE CURSOR DOWN TO THAT LINE ENTER THE DATA REQUESTED DEPRESS THE "ENTER" KEY          |      |                                     |                                   |                                  |
| <b>**TRANSACTION TITLE**</b>  | CODE | TYPE                                | SELECTION PARAMETERS              |                                  |
| VISITOR SCREEN  | DV01 | -                                   | (INMATE NO ) - (TYPE) (STATUS)    |                                  |
| VISITOR DETAIL SCREEN   | DV02 | -                                   | - (TYPE) (VISITOR KEY)            |                                  |
| VISITOR NAME SEARCH   | DV03 | -                                   | - (TYPE) (STATUS) (MATCH? - )     |                                  |
|   |      |                                     | (FIRST) (SSN) (SEC ID)            |                                  |
|   |      |                                     | - (RACE CODE) - (SEX: M OR F)     |                                  |
|   |      |                                     | - (BIRTH YR) - (YRS + 0 - )       |                                  |
|   |      |                                     | - (BIRTH MONTH) - (BIRTH DAY)     |                                  |
| CONTRACT /SPONSOR SCREEN  | DV04 | -                                   | - (TYPE) (LOC) (ID) (STATUS)      |                                  |
| VISIT SCREEN  | DV05 | -                                   | - (LOC) (DATE) (INMATE) (VISITOR) |                                  |
| CMD KEY CAN BE USED ON MOST SCREENS (INCLUDING THIS ONE) TO DO THE FOLLOWING:<br>CMD1=RETURN TO MENU CMD2=FIRST PAGE CMD3=NEXT PAGE CMD5=GO TO DA04 |      |                                     |                                   |                                  |

| DT01 0 IVS2<br>OTS0200  |      | INMATE VISITATION SYSTEM (IVS) MENU |                        | MM/DD/YY HH.MM.SS<br>PAGE 8 OF 9 |
|---|------|-------------------------------------|------------------------|----------------------------------|
| INSTRUCTIONS: FIND THE DESIRED SCREEN IN THE LIST BELOW MOVE THE CURSOR DOWN TO THAT LINE ENTER THE DATA REQUESTED DEPRESS THE "ENTER" KEY          |      |                                     |                        |                                  |
| <b>**TRANSACTION TITLE**</b>  | CODE | TYPE                                | SELECTION PARAMETERS   |                                  |
| VISITOR SUSPENSIONS   | DV06 | -                                   | - (TYPE) (VISITOR KEY) |                                  |
| VISITOR COMMENTS  | DV07 | -                                   | - (TYPE) (VISITOR KEY) |                                  |
| ADLT VISITORS FOR MINORS  | DV08 | -                                   | - (TYPE) (VISITOR KEY) |                                  |
| CONT/SPONS DETAIL SCREEN  | DV09 | -                                   | - (TYPE) (VISITOR KEY) |                                  |
| CONT/SPONS VISIT SCREEN   | DV10 | -                                   | - (LOC) (DATE) (TYPE)  |                                  |
| APPROVAL DATE UPDATE  | DV11 | -                                   | - (CODE) (VISITOR)     |                                  |
| CMD KEY CAN BE USED ON MOST SCREENS (INCLUDING THIS ONE) TO DO THE FOLLOWING:<br>CMD1=RETURN TO MENU CMD2=FIRST PAGE CMD3=NEXT PAGE CMD5=GO TO DA04 |      |                                     |                        |                                  |

Prior to making a transaction request your personalized Transaction Password must be entered in the appropriate field. If your password has not been entered prior to the request, the cursor will move to the correct position on the screen and you will be prompted to enter it.

To make a screen request, move the cursor down the menu until it is resting next to the desired screen. In the **\*\*TYPE\*\*** column enter the type of transaction desired (i.e. 0 = VIEW ONLY). When this is accomplished the cursor will automatically move to a selection parameter. Once the transaction type and the desired parameters have been selected, press the [ENTER] key to display the screen.

VISITATION MENU - DV01 VISITOR SCREEN

A Transaction Type is a code used to specify a specific screen activity. There are five (5) available transaction types that can be used or functions that can be performed on the DV01 Visitor Screen.

TYPE (Transaction)

- 0 display the visitor list
- 1 add a visitor to the list
- 2 delete a visitor from the list
- 3 begin a visit to an inmate
- 4 end a visit to an inmate

The selection parameter (INMATE NO) is mandatory requiring a six (6) digit ADC Number (e.g. 089898).

|  |      |                                     |                                   |                   |  |
|--|------|-------------------------------------|-----------------------------------|-------------------|--|
| DT01 0 IVS   |      | INMATE VISITATION SYSTEM (IVS) MENU |                                   | MM/DD/YY HH.MM.SS |  |
| OTS0200  |      |                                     |                                   | PAGE 7 OF 9       |  |
| INSTRUCTIONS: FIND THE DESIRED SCREEN IN THE LIST BELOW MOVE THE CURSOR DOWN TO THAT LINE ENTER THE DATA REQUESTED DEPRESS THE "ENTER" KEY |      |                                     |                                   |                   |  |
| **TRANSACTION TITLE**  | CODE | TYPE                                | SELECTION PARAMETERS              |                   |  |
| VISITOR SCREEN   | DV01 | -                                   | (INMATE NO) - (TYPE) (STATUS)     |                   |  |
| VISITOR DETAIL SCREEN  | DV02 | -                                   | - (TYPE) (VISITOR KEY)            |                   |  |
| VISITOR NAME SEARCH  | DV03 | -                                   | - (TYPE) (STATUS) (MATCH? _)      |                   |  |
|  |      |                                     | (FIRST)                           |                   |  |
|  |      |                                     | (SSN)                             |                   |  |
|  |      |                                     | (RACE CODE) (SEX: M OR F)         |                   |  |
|  |      |                                     | (BIRTH YR) (YRS + OR -)           |                   |  |
|  |      |                                     | (BIRTH MONTH) (BIRTH DAY)         |                   |  |
| CONTRACT / SPONSOR SCREEN  | DV04 | -                                   | - (TYPE) (LOC) (ID) (STATUS)      |                   |  |
| VISIT SCREEN   | DV05 | -                                   | - (LOC) (DATE) (INMATE) (VISITOR) |                   |  |
| CMD KEY CAN BE USED ON MOST SCREENS (INCLUDING THIS ONE) TO DO THE FOLLOWING:  |      |                                     |                                   |                   |  |
| CMD1=RETURN TO MENU CMD2=FIRST PAGE CMD3=NEXT PAGE CMD5=GO TO DA04   |      |                                     |                                   |                   |  |

There are eight (8) available codes for the optional selection parameter of visitor (TYPE) on the DV01 menu request line.

TYPE (Visitor)

- |   |                 |   |                          |
|---|-----------------|---|--------------------------|
| A | attorney        | R | regular adult visitor    |
| I | interrelation   | E | emancipated/minor spouse |
| M | minor visitor   | P | pastor                   |
| S | special visitor | X | all types                |

If the visitor (TYPE) field is left blank the program will default to all minors, emancipated minors, emancipated minor spouse and regular adult visitors on the inmate's Visiting or Ten List.

The last optional selection parameter is the visitor (STATUS) field. There are also seven (7) codes available for this field.

### STATUS (Visitor)

|   |                |   |              |
|---|----------------|---|--------------|
| A | approved       | I | inactive     |
| P | pending review | T | terminated   |
| D | denied         | X | all statuses |
| S | suspended      |   |              |

If no entry is made in this field, the program will default to the inmate's list of approved visitors.

### VISITATION MENU - DV02 VISITOR DETAIL SCREEN

There are eight (8) transaction types that can be used or functions that can be performed on the DV02 Visitor Detail Screen.

### TYPE (Transaction)

- 0 display condensed visitor record
- 1 add a visitor record
- 2 change visitor record
- 3 display full visitor record
- 4 display/add/change/delete a visitor suspension
- 5 display/add/change/delete a visitor comment
- 7 display/add/change/delete adult information from minors record
- 9 delete a visitor record

|  |                                     |      |                                |
|--|-------------------------------------|------|--------------------------------|
| DT01 0 IVS   | INMATE VISITATION SYSTEM (IVS) MENU |      | MM/DD/YY HH.MM.SS              |
| OTS0200  |                                     |      | PAGE 7 OF 9                    |
| INSTRUCTIONS: FIND THE DESIRED SCREEN IN THE LIST BELOW MOVE THE CURSOR DOWN TO THAT LINE ENTER THE DATA REQUESTED DEPRESS THE "ENTER" KEY |                                     |      |                                |
| <b>**TRANSACTION TITLE**</b>   | CODE                                | TYPE | SELECTION PARAMETERS           |
| VISITOR SCREEN   | DV01                                | -    | (INMATE NO ) - (TYPE) (STATUS) |
| VISITOR DETAIL SCREEN  | DV02                                | -    | (TYPE) (VISITOR KEY)           |
| VISITOR NAME SEARCH  | DV03                                | -    | (TYPE) (STATUS)                |
|  |                                     |      | (MATCH? - )                    |
|  |                                     |      | (FIRST)                        |
|  |                                     |      | (SSN) (SEC ID)                 |
|  |                                     |      | (RACE CODE) (SEX: M OR F)      |
|  |                                     |      | (BIRTH YR) (YRS + OR -)        |
|  |                                     |      | (BIRTH MONTH) (BIRTH DAY)      |
| CONTRACT /SPONSOR SCREEN   | DV04                                | -    | (TYPE) (LOC) (ID) (STATUS)     |
| VISIT SCREEN   | DV05                                | -    | (LOC) (DATE) (INMATE)          |
|  |                                     |      | (VISITOR)                      |
| CMD KEY CAN BE USED ON MOST SCREENS (INCLUDING THIS ONE) TO DO THE FOLLOWING:  |                                     |      |                                |
| CMD1=RETURN TO MENU CMD2=FIRST PAGE CMD3=NEXT PAGE CMD5=GO TO DA04   |                                     |      |                                |

There are eight (8) available codes for the selection parameter of visitor (TYPE).

TYPE (Visitor)

|   |                 |   |                          |
|---|-----------------|---|--------------------------|
| A | attorney        | R | regular adult visitor    |
| I | interrelation   | E | emancipated/minor spouse |
| M | minor visitor   | P | pastor                   |
| S | special visitor | X | all types                |

|  |      |                   |                                |
|--|------|-------------------|--------------------------------|
| DT01 0 IVS   |      | MM/DD/YY HH.MM.SS |                                |
| OTS0200  |      | PAGE 7 OF 9       |                                |
| INMATE VISITATION SYSTEM (IVS) MENU  |      |                   |                                |
| INSTRUCTIONS: FIND THE DESIRED SCREEN IN THE LIST BELOW MOVE THE CURSOR DOWN TO THAT LINE ENTER THE DATA REQUESTED DEPRESS THE "ENTER" KEY |      |                   |                                |
| **TRANSACTION TITLE**  | CODE | TYPE              | SELECTION PARAMETERS           |
| VISITOR SCREEN   | DV01 | -                 | (INMATE NO ) - (TYPE) (STATUS) |
| VISITOR DETAIL SCREEN  | DV02 | -                 | (TYPE) (VISITOR KEY)           |
| VISITOR NAME SEARCH  | DV03 | -                 | (TYPE) (STATUS) (MATCH? _ )    |
|  |      |                   | (FIRST)                        |
|  |      |                   | (SSN) (SEC ID)                 |
|  |      |                   | (RACE CODE) (SEX: M OR F)      |
|  |      |                   | (BIRTH YR) (YRS + OR -)        |
|  |      |                   | (BIRTH MONTH) (BIRTH DAY)      |
| CONTRACT /SPONSOR SCREEN   | DV04 | -                 | (TYPE) (LOC) (ID) (STATUS)     |
| VISIT SCREEN   | DV05 | -                 | (LOC) (DATE) (INMATE)          |
|  |      |                   | (VISITOR)                      |
| CMD KEY CAN BE USED ON MOST SCREENS (INCLUDING THIS ONE) TO DO THE FOLLOWING:  |      |                   |                                |
| CMD1=RETURN TO MENU CMD2=FIRST PAGE CMD3=NEXT PAGE CMD5=GO TO DA04   |      |                   |                                |

The selection parameter (VISITOR KEY) refers to a twelve (12) character computer generated identification code unique for each visitor. The key consist of the first four (4) letters of the visitor's last name, the visitors six (6) digit date of birth (DOB) and a two (2) digit sequence code. The Visitor Key for John Smith, born on October 10, 1940, would be **SMIT10104001**.

NOTE: If the visitor name and/or DOB are changed after the visitor record was created, the Visitor Key will remain the same. A new Visitor Key will not be generated.

The Visitor Key is a mandatory selection parameter for all transaction types on the DV02 Visitor Detail Screen, with the exception of transaction type "1". The DV02 Visitor Detail Screen can be accessed without a using a Visitor Key via the DV01 Visitor Screen, the DV03 Visitor Name Search Screen, and the DV05 Visit Screen.

VISITATION MENU - DV03 VISITOR NAME SEARCH SCREEN

There are three (3) transaction types that can be used or functions that can be performed on the DT02 Visitor Detail Screen.

TYPE (Transaction)

- 0 visitor name search
- 1 visitor name search match
- 2 visitor social security number search (SSN) match

NOTE: The LAST NAME is the only mandatory selection parameter to perform a visitor name search. The other parameters are optional. If the other parameter fields are left blank the program will display a list of names that "sound" similar to the LAST NAME.

There are eight (8) available codes for the selection parameter of visitor (TYPE).

TYPE (Visitor)

- |                   |                            |
|-------------------|----------------------------|
| A attorney        | R regular adult visitor    |
| I interrelation   | E emancipated/minor spouse |
| M minor visitor   | P Pastor                   |
| S special visitor | X all types                |

DT01 0 IVS  
OTS0200

## INMATE VISITATION SYSTEM (IVS) MENU

MM/DD/YY HH.MM.SS  
PAGE 7 OF 9

INSTRUCTIONS: FIND THE DESIRED SCREEN IN THE LIST BELOW MOVE THE CURSOR DOWN  
TO THAT LINE ENTER THE DATA REQUESTED DEPRESS THE "ENTER" KEY

| **TRANSACTION TITLE**    | CODE | TYPE | SELECTION PARAMETERS            |
|--------------------------|------|------|---------------------------------|
| VISITOR SCREEN           | DV01 | -    | (INMATE NO ) - (TYPE) (STATUS)  |
| VISITOR DETAIL SCREEN    | DV02 | -    | - (TYPE) (VISITOR KEY)          |
| VISITOR NAME SEARCH      | DV03 | -    | - (TYPE) - (STATUS) (MATCH? _ ) |
|                          |      |      | (FIRST)                         |
|                          |      |      | (SSN) (SEC ID)                  |
|                          |      |      | - (RACE CODE) - (SEX: M OR F)   |
|                          |      |      | - (BIRTH YR) - (YRS + OR -)     |
|                          |      |      | - (BIRTH MONTH) - (BIRTH DAY)   |
| CONTRACT /SPONSOR SCREEN | DV04 | -    | - (TYPE) (LOC) (ID) (STATUS)    |
| VISIT SCREEN             | DV05 | -    | - (LOC) (DATE) (INMATE)         |
|                          |      |      | (VISITOR)                       |

CMD KEY CAN BE USED ON MOST SCREENS (INCLUDING THIS ONE) TO DO THE FOLLOWING:  
CMD1=RETURN TO MENU CMD2=FIRST PAGE CMD3=NEXT PAGE CMD5=GO TO DA04

The (STATUS) is an optional selection parameter with six (6) possible codes.

#### STATUS (Visitor)

|   |                |   |            |
|---|----------------|---|------------|
| A | approved       | I | inactive   |
| P | pending review | S | suspended  |
| D | denied         | T | terminated |

|   |      |                                     |      |                                  |  |
|---|------|-------------------------------------|------|----------------------------------|--|
| DT01 0 IVS<br>OTS0200   |      | INMATE VISITATION SYSTEM (IVS) MENU |      | MM/DD/YY HH.MM.SS<br>PAGE 7 OF 9 |  |
| INSTRUCTIONS: FIND THE DESIRED SCREEN IN THE LIST BELOW MOVE THE CURSOR DOWN<br>TO THAT LINE ENTER THE DATA REQUESTED DEPRESS THE "ENTER" KEY |      |                                     |      |                                  |  |
| **TRANSACTION TITLE**   |      | CODE                                | TYPE | SELECTION PARAMETERS             |  |
| VISITOR SCREEN  | DV01 | -                                   | -    | (INMATE NO ) - (TYPE) (STATUS)   |  |
| VISITOR DETAIL SCREEN   | DV02 | -                                   | -    | - (TYPE) - (VISITOR KEY)         |  |
| VISITOR NAME SEARCH   | DV03 | -                                   | -    | - (TYPE) - (STATUS) (MATCH? _ )  |  |
|   |      |                                     |      | (FIRST)                          |  |
|   |      |                                     |      | (SSN) (SEC ID)                   |  |
|   |      |                                     |      | - (RACE CODE) - (SEX: M OR F)    |  |
|   |      |                                     |      | - (BIRTH YR) - (YRS + OR -)      |  |
|   |      |                                     |      | - (BIRTH MONTH) - (BIRTH DAY)    |  |
| CONTRACT /SPONSOR SCREEN  | DV04 | -                                   | -    | - (TYPE) (LOC) (ID) (STATUS)     |  |
| VISIT SCREEN  | DV05 | -                                   | -    | - (LOC) (DATE) (INMATE)          |  |
|   |      |                                     |      | (VISITOR)                        |  |
| CMD KEY CAN BE USED ON MOST SCREENS (INCLUDING THIS ONE) TO DO THE FOLLOWING:   |      |                                     |      |                                  |  |
| CMD1=RETURN TO MENU CMD2=FIRST PAGE CMD3=NEXT PAGE CMD5=GO TO DA04  |      |                                     |      |                                  |  |

The LAST NAME field allows up to twenty (20) typed characters. It is the only mandatory selection parameter to perform a name search. Directly following this field is an optional selection parameter (MATCH? \_ ). To generate a list of visitor names matching the spelling of the LAST NAME, type a Y in the single character field following the "?".

The (FIRST) name field is an optional selection parameter. This field allows up to nine (9) typed characters. A list of visitors with the same first and last name will appear.

Entries made in the remaining optional selection parameters will provide a more selective visitor list.

The SSN selection parameter has nine (9) characters spaces for entering a social security number.

Thirteen (13) character spaces are provided for entering a visitor's SECONDARY ID. Examples of a secondary identification are driver's license (prefixed by State initials), State ID (prefixed by the initials "SI"), Military ID (ML), Passport (PP), VISA (VS), Immigration and Naturalization Service (IN), and Bank Card (CB). A certificate of birth is required secondary ID for minors. The correct sequence for recording a certificate of birth is as follows: CB, the two initial birth State abbreviation, and the county where born (e.g. CBAZMARICOPA).

If a secondary ID has not been provided, the following temporary secondary ID may be used: State abbreviation, AIMS Facility location code, the first four (4) letters of the visitor's last name, and the initials of the first and middle name. For a visitor named John P. Smith visiting an inmate at ASPC-F Central unit, a temporary secondary ID would look as follows: **AZA01SMITJP.**

Temporary identification should be replaced with a valid secondary ID as soon as possible.

|  |      |                                     |                                    |                                  |  |
|--|------|-------------------------------------|------------------------------------|----------------------------------|--|
| DT01 0 IVS<br>OTS0200  |      | INMATE VISITATION SYSTEM (IVS) MENU |                                    | MM/DD/YY HH.MM.SS<br>PAGE 7 OF 9 |  |
| INSTRUCTIONS: FIND THE DESIRED SCREEN IN THE LIST BELOW    MOVE THE CURSOR DOWN<br>TO THAT LINE    ENTER THE DATA REQUESTED    DEPRESS THE "ENTER" KEY |      |                                     |                                    |                                  |  |
| <b>**TRANSACTION TITLE**</b>   |      |                                     |                                    |                                  |  |
| VISITOR SCREEN   | DV01 | -                                   | (INMATE NO ) _ (TYPE) (STATUS)     |                                  |  |
| VISITOR DETAIL SCREEN  | DV02 | -                                   | _ (TYPE) _ (VISITOR KEY)           |                                  |  |
| VISITOR NAME SEARCH  | DV03 | -                                   | _ (TYPE) _ (STATUS)                |                                  |  |
|  |      |                                     | _ (MATCH? _ )                      |                                  |  |
|  |      |                                     | _ (FIRST)                          |                                  |  |
|  |      |                                     | _ (SSN) _ (SEC ID)                 |                                  |  |
|  |      |                                     | _ (RACE CODE) _ (SEX: M OR F)      |                                  |  |
|  |      |                                     | _ (BIRTH YR) _ (YRS + OR -)        |                                  |  |
|  |      |                                     | _ (BIRTH MONTH) _ (BIRTH DAY)      |                                  |  |
| CONTRACT / SPONSOR SCREEN  | DV04 | -                                   | _ (TYPE) _ (LOC) _ (ID) _ (STATUS) |                                  |  |
| VISIT SCREEN   | DV05 | -                                   | _ (LOC) _ (DATE) _ (INMATE)        |                                  |  |
|  |      |                                     | _ (VISITOR)                        |                                  |  |
| CMD KEY CAN BE USED ON MOST SCREENS (INCLUDING THIS ONE) TO DO THE FOLLOWING:<br>CMD1=RETURN TO MENU CMD2=FIRST PAGE CMD3=NEXT PAGE CMD5=GO TO DA04    |      |                                     |                                    |                                  |  |

The selection parameter **RACE** has eight (8) existing codes.

#### **RACE** (Visitor)

- |                          |                    |
|--------------------------|--------------------|
| A Asian                  | M Mexican American |
| B Black                  | N Mexican National |
| C Caucasian              | O Other            |
| I Native American Indian | U Unknown          |

The selection parameter **SEX** has two (2) codes.

#### **SEX** (Visitor)

- |          |
|----------|
| M Male   |
| F Female |

The selection parameters (BIRTH YR), (BIRTH MONTH), and (BIRTH DAY) are optional two (2) digit date fields. When using the (YRS + OR -) selection parameter the (BIRTH YR) becomes a mandatory entry. When the year of birth is questionable, this field allows the program to expand the search parameters (e. g. If the (BIRTH YR) is 45 and a 5 is entered in the (YRS + OR -) field, the search would be expanded to include the years 1940 - 1950).



VISITATION MENU - DV05 VISIT SCREEN

There are two (2) TYPEs of transactions that can be performed on the DV05 Visit Screen.

TYPE (Transaction)

- 0 display visit record
- 2 add/change visit record

The three (3) digit (LOC) parameter is asking for an AIMS facility or institution code. A list of these codes can be found in the AIMS DA01 Automated Code Tables under the Data Element CICURLOC.

The selection parameter (DATE) is a mandatory field requiring a six (6) digit month, day and year entry. Once the date is entered a visit record from that date forward will be displayed.

Entering an ADC Number in the (INMATE) field invokes only those visitors visiting the selected inmate during the selected time frame.

|  |      |                                     |              |                   |                    |
|--|------|-------------------------------------|--------------|-------------------|--------------------|
| DT01 0 IVS   |      | INMATE VISITATION SYSTEM (IVS) MENU |              | MM/DD/YY HH.MM.SS |                    |
| OTS0200  |      |                                     |              | PAGE 7 OF 9       |                    |
| INSTRUCTIONS: FIND THE DESIRED SCREEN IN THE LIST BELOW MOVE THE CURSOR DOWN TO THAT LINE ENTER THE DATA REQUESTED DEPRESS THE 'ENTER' KEY |      |                                     |              |                   |                    |
| <b>**TRANSACTION TITLE**</b>   |      |                                     |              |                   |                    |
| VISITOR SCREEN   | DV01 | -                                   | (INMATE NO ) | (TYPE)            | (STATUS)           |
| VISITOR DETAIL SCREEN  | DV02 | -                                   | (TYPE)       | (VISITOR KEY)     |                    |
| VISITOR NAME SEARCH  | DV03 | -                                   | (TYPE)       | (STATUS)          | (MATCH? _ )        |
| (FIRST)  |      |                                     |              |                   |                    |
| (SSN)  |      |                                     |              |                   |                    |
| (SEC ID)   |      |                                     |              |                   |                    |
| (RACE CODE)  |      |                                     |              |                   |                    |
| (SEX: M OR F)  |      |                                     |              |                   |                    |
| (BIRTH YR)   |      |                                     |              |                   |                    |
| (YRS + OR -)   |      |                                     |              |                   |                    |
| (BIRTH MONTH)  |      |                                     |              |                   |                    |
| (BIRTH DAY)  |      |                                     |              |                   |                    |
| CONTRACT/SPONSOR SCREEN  | DV04 | -                                   | (TYPE)       | (LOC)             | (ID) (STATUS)      |
| VISIT SCREEN   | DV05 | -                                   | (LOC)        | (DATE)            | (INMATE) (VISITOR) |
| CMD KEY CAN BE USED ON MOST SCREENS (INCLUDING THIS ONE) TO DO THE FOLLOWING:  |      |                                     |              |                   |                    |
| CMD1=RETURN TO MENU CMD2=FIRST PAGE CMD3=NEXT PAGE CMD5=GO TO DA04   |      |                                     |              |                   |                    |

The selection parameter (VISITOR) refers to the twelve (12) digit Visitor Key. As previously mentioned, each visitor has their own unique code. This parameter is used when a visit record for a particular visitor is desired. Again, the Visitor Key consists of the first four (4) letters of a visitors last name, the visitors six (6) digit date of birth and the sequence number (see example on page 9).

NOTE: When using a Transaction Type "2" the selection parameters (DATE), (INMATE), and (VISITOR) must be completed.

## VISITATION MENU (DT01) PAGE TWO

There are four (4) screens listed on page 2 of the Visitation Menu related to Inmate Visitation: DV06 Visitor Suspension Screen, DV07 Visitor Comment Screen, DV08 ADLT Visitors For Minors Screen and the DV11 Approval Date Update Screen.

These screens were created as compliments of the DV01 Visitor Screen, and the DV02 Visitor Detail Screen. Data entered on any one of these screens is transferred back and forth to the corresponding screen as it is entered.

Because these screens are similar in nature to the ones already discussed, and similar in method of access, further discussion concerning these screens will resumed in the Data Entry section of this manual.

```
DT01 0 IVS2                                MM/DD/YY HH.MM.SS
OTS0200      INMATE VISITATION SYSTEM (IVS) MENU      PAGE 8 OF 9

INSTRUCTIONS: FIND THE DESIRED SCREEN IN THE LIST BELOW  MOVE THE CURSOR DOWN
                TO THAT LINE  ENTER THE DATA REQUESTED  DEPRESS THE "ENTER" KEY

**TRANSACTION TITLE**  CODE  TYPE  SELECTION PARAMETERS

VISITOR SUSPENSIONS    DV06  _    _ (TYPE) _____ (VISITOR KEY)
VISITOR COMMENTS      DV07  _    _ (TYPE) _____ (VISITOR KEY)
ADLT VISITORS FOR MINORS DV08  _    _ (TYPE) _____ (VISITOR KEY)
CONT/SPONS DETAIL SCREEN DV09  _    _ (TYPE) _____ (VISITOR KEY)
CONT/SPONS VISIT SCREEN DV10  _    _ (LOC) _____ (DATE) _ (TYPE)
APPROVAL DATE UPDATE   DV11  _    _ (CODE) _____ (VISITOR)

CMD KEY CAN BE USED ON MOST SCREENS (INCLUDING THIS ONE) TO DO THE FOLLOWING:
CMD01=RETURN TO MENU CMD2=FIRST PAGE  CMD3=NEXT PAGE  CMD5=GO TO DAO4
```

The DV01 Visitor Screen can be used to add a visitor to an inmate's Visitor List or add basic information about visitors to an inmate's Visitor List. However, this is not the most efficient data entry method because a DV02 transaction is still required to complete the data entry process and once information has been added it can not be changed from this screen. The DV02 Visitor Detail Screen is required to make changes to existing data. A visitor's DV02 Detail Screen can be selected from the DV01 Visitor Screen, without the use of a Visitor Key, to facilitate the data entry process.

The DV01 allows staff to immediately display active visitors on an inmate's Visitor List and confirm their eligibility to visit. It allows staff to determine an inmate's availability to visit and can be used to identify visitor's on more than one inmate's Visitor List. A visitor, beginning or ending a visit, can be selected and visitors can be removed from a Visitor List using this screen. And, Minors grouped to an adult visitor can be identified from this screen.

There are five (5) Transaction Types or types of activity associated with the DV01 Visitor Screen.

- 0 display inmate visitor list
- 1 add a visitor to an inmate's list
- 2 remove a visitor from an inmate's list
- 3 select a visitor to begin a visit
- 4 select a visitor to end a visit

In order to maintain accurate visitation records, the **DATE** and **TIME** displayed under the **LOCATION** field can be changed by overstriking the characters with the appropriate date and time. The date and time displayed in this field will be the date and time recorded for the start of a visit (Transaction Type "3") or the end of a visit (Transaction Type "4"). If unchanged, the date and time a visitor is added to the list will be the date and time displayed.

NOTE: If dates are entered manually, a six (6) digit entry is required for the month, day and year. Entries must be made using military time (e.g. 13:00 = 1:00 P.M.).

There are five (5) Action Types associated with this screen and each Action Type must be used in conjunction with its corresponding Transaction Type.

T  
Y A  
P C  
E T (Action)  
— —

- 0 S select visitor record (Visitor Detail Screen-DV02)
- 1 A add visitor to the visitor list
- 2 R remove visitor from the visitor list
- 3 V start the visit
- 4 X end the visit

Grouping is a selection parameter allowing a minor's visitor record to be tied to an adults visitor record. New visitors can be grouped, when initially added to the Visitor List or when a new visitor record is being created. Grouping to an existing visitor record can only be accomplished by using the DV02 Visitor Detail Screen.

NOTE: All visitor TYPE codes indicate adult visitors with the exception of type "M" for minor.

| DV01 1 043433                              |   |    |                           |   |   |   |        |     |              | MM/DD/YY HH.MM.SS |          |
|--|---|----|---------------------------|---|---|---|--------|-----|--------------|-------------------|----------|
| IVS8001 VISITOR SCREEN                     |   |    |                           |   |   |   |        |     |              | PAGE 1            |          |
| INMATE: 043433 NAME: HUMMINGBIRD, NORMA L. |   |    |                           |   |   |   |        |     |              | STATUS: A ACTIVE  |          |
| LOCATION: B05 AZ CTR-WOMEN                 |   |    |                           |   |   |   |        |     |              | HOUSING: SOTH     |          |
| DATE: 09/01/88 TIME: 15:24                 |   |    |                           |   |   |   |        |     |              |                   |          |
| A  | C | TY | VISITOR NAME              | A | E | C | DOB    | SSN | SECONDARY ID | R                 | ADD DATE |
| T  | G | PE | LAST, FIRST MIDDLE SUFFIX | T | X | E | MMDDYY |     |              | L                 | MMDDYY T |
| A  | N | R  | SMITH, JOHN P SR          | A | M | C | 101040 |     | SI13445908   | N                 | 080187   |
| A  | Y | M  | SMITH, MARY               | A | F | C | 101083 |     | CBAZMARICOPA | N                 | 080187   |
| A  | Y | M  | SMITH, PAUL               | A | M | C | 090980 |     | CBAZMARICOPA | N                 | 080187   |
| A  | N | R  | TUCKER, SAM               | A | M | B | 121240 |     | AZ9876987Y   | N                 | 081087   |
| —  | — | —  | —                         | — | — | — | —      | —   | —            | —                 | —        |
| —  | — | —  | —                         | — | — | — | —      | —   | —            | —                 | —        |
| —  | — | —  | —                         | — | — | — | —      | —   | —            | —                 | —        |

ACTION CODES: A= ADD, R= REMOVE, S= SELECT, V= VISIT, X= EXIT VISITING  
 TYPES: A= ATTORNEY, I= INTERRELATION, M= MINOR, S= SPECIAL, R= VISITOR  
 SEC. ID. FIRST 2 CHARACTERS BC= BANK CARD, ML= MILITARY, PP= PASSPORT,  
 SI= STATE ID, OR A VALID STATE CODE FOR DRIVER LIC.

READY FOR UPDATE

Two (2) codes are used for grouping. "N" is used to start a grouping or designate a break in a grouping. The example above shows how multiple minor visitor records are grouped with a regular adult visitor. The "Y" indicates a Visitor Record that is to be grouped with the record directly above it marked with an "N". The "N" at the bottom indicates the break in the grouping. The example on page 18 shows how multiple adult visitor records are grouped with a minor's visitor record.

**G (Grouping)**

- N** indicates that this visitor record is not to be grouped with any visitor record entered above
- Y** indicates that this visitor record is to be grouped with the visitor recorded marked with an "N" directly above

|  |  |                  |  |                       |  |
|--|--|------------------|--|-----------------------|--|
| DV01 1 043433  |  | VISITOR SCREEN   |  | MM/DD/YY HH.MM.SS     |  |
| IVSB001  |  |                  |  | PAGE 1                |  |
| INMATE: 043433 NAME: HUMMINGBIRD, NORMA L.                             |  | STATUS: A ACTIVE |  |                       |  |
| LOCATION: B05 AZ CTR-WOMEN   |  | HOUSING: SOTH    |  |                       |  |
| DATE: 09/01/88 TIME: 15:24   |  | S R              |  |                       |  |
| A TY VISITOR NAME  |  | A E C DOB        |  | SSN SECONDARY         |  |
| T G PE LAST, FIRST MIDDLE SUFFIX                                       |  | T X E MMDDYY     |  | ID                    |  |
|  |  |                  |  | R ADD M               |  |
|  |  |                  |  | E DATE U              |  |
|  |  |                  |  | L MMDDYY T            |  |
| A N R SMITH, JOHN P SR   |  | A M C 101040     |  | SI13445908 N 080187   |  |
| A Y M SMITH, MARY  |  | A F C 101083     |  | CBAZMARICOPA N 080187 |  |
| A Y M SMITH, PAUL  |  | A M C 090980     |  | CBAZMARICOPA N 080187 |  |
| A N R TUCKER, SAM  |  | A M B 121240     |  | AZ9876987Y N 081087   |  |
| A N M JONES, TAMI  |  | A F B 121086     |  | CBAZPINAL N 040488    |  |
| A Y R JONES, DARLA   |  | A F B 080868     |  | AZ574890 N 040488     |  |
| A Y R JONES, HARRY   |  | A M B 070768     |  | AZ0192MM N 040488     |  |
| A Y R JONES, GRANDMA   |  | A F B 060636     |  | SI42987Y N 040488     |  |
| ACTION CODES: A= ADD, R= REMOVE, S= SELECT, V= VISIT, X= EXIT VISITING |  |                  |  |                       |  |
| TYPES: A= ATTORNEY, I= INTERRELATION, M= MINOR, S= SPECIAL, R= VISITOR |  |                  |  |                       |  |
| SEC. ID. FIRST 2 CHARACTERS BC= BANK CARD, ML= MILITARY, PP= PASSPORT, |  |                  |  |                       |  |
| SI= STATE ID, OR A VALID STATE CODE FOR DRIVER LIC.                    |  |                  |  |                       |  |
| READY FOR UPDATE   |  |                  |  |                       |  |

The codes for visitor **TYPE** are the same as those used on the Visitation Menu excluding the code for "all".

**TYPE (Visitor)**

- A attorney
- E emancipated/minor spouse
- I interrelation
- M minor visitor
- P pastor
- S special visitor
- R regular adult visitor

The VISITOR NAME field allows up to twenty five (25) typed characters. In order for the program to make the distinction between names the last name must be entered first, followed by a comma, the first name, space and then the middle initial. An example is provided below. A three character suffix (e.g. Sr., Jr., III, etc.) can follow the middle name or initial when appropriate.

|  |      |                           |              |                   |                                   |
|--|------|---------------------------|--------------|-------------------|-----------------------------------|
| DV01 1 043433  |      | VISITOR SCREEN            |              | MM/DD/YY HH.MM.SS |                                   |
| IVSB001  |      |                           |              | PAGE 1            |                                   |
| INMATE: 043433 NAME: HUMMINGBIRD, NORMA L.                             |      | STATUS: A ACTIVE          |              |                   |                                   |
| LOCATION: B05 AZ CTR-WOMEN   |      | HOUSING: SOTH             |              |                   |                                   |
| DATE: 09/01/88 TIME: 15:24   |      | S R                       |              |                   |                                   |
| A  | TY   | VISITOR NAME              | A E C DOB    | SSN               | SECONDARY                         |
| T  | G PE | LAST, FIRST MIDDLE SUFFIX | T X E MMDDYY | ID                | R ADD M<br>E DATE L<br>L MMDDYY T |
| A  | N R  | SMITH, JOHN P SR          | A M C 101040 | SI13245908        | N 080187                          |
| -  | -    | -                         | -            | -                 | -                                 |
| -  | -    | -                         | -            | -                 | -                                 |
| -  | -    | -                         | -            | -                 | -                                 |
| -  | -    | -                         | -            | -                 | -                                 |
| -  | -    | -                         | -            | -                 | -                                 |
| -  | -    | -                         | -            | -                 | -                                 |
| -  | -    | -                         | -            | -                 | -                                 |
| -  | -    | -                         | -            | -                 | -                                 |
| ACTION CODES: A= ADD, R= REMOVE, S= SELECT, V= VISIT, X= EXIT VISITING |      |                           |              |                   |                                   |
| TYPES: A= ATTORNEY, I=INTERRELATION, M= MINOR, S= SPECIAL, R= VISITOR  |      |                           |              |                   |                                   |
| SEC. ID. FIRST 2 CHARACTERS BC=BANK CARD, ML= MILITARY, PP= PASSPORT,  |      |                           |              |                   |                                   |
| SI= STATE ID, OR A VALID STATE CODE FOR DRIVER LIC.                    |      |                           |              |                   |                                   |
| READY FOR UPDATE   |      |                           |              |                   |                                   |

There are six (6) codes that can be used to designate visitor STATUS.

S  
T  
A  
T (Visitor Status)

|                  |              |
|------------------|--------------|
| A approved       | S suspended  |
| P pending review | I inactive   |
| D denied         | T terminated |

There are three (3) codes for use in designating the SEX of a visitor.

S  
E  
X (Sex)

M male  
F female  
U unknown

**R  
A  
C  
E** (Race)

The **SSN** (Social Security Number) field is a nine (9) character entry. Because the SSN is furnished voluntarily, by the visitor, the SSN is not a mandatory entry.

21

The REL field is a single space field used for entering the relationship of the visitor to the inmate.

R  
E  
L (Relationship to Inmate)

|   |                   |   |                       |
|---|-------------------|---|-----------------------|
| C | child/stepchild   | F | family (all siblings) |
| P | parent/stepparent | R | other relationship    |
| G | grandparent       | N | no relationship       |
| S | spouse            |   |                       |

NOTE: "Other relationship" is to be used for those visitors not defined above (e.g. in-laws, aunts/uncles, cousins, etc.).

The ADD DATE field refers to the date the visitor was added to the Visitor List. This is a six (6) character field provided for the month, day and year [two (2) digits each] of the date to be entered. If no date is entered the program will default to the current date or the date displayed in the upper Date field.

The MULT field is a single character field used to flag a visitor that has been approved to visit more than one inmate. If a visitor is approved to visit more than one inmate a "Y" should be entered in this field, otherwise, this field should be left blank.

The Visitor Screen allows eight (8) visitors to be entered at one time. When the visitor information is typed and the [ENTER] key pressed an "UPDATE COMPLETE" message will appear at the bottom of the screen and the letter "U" will appear next to each visitor record created. If the message is not displayed and the letter does not appear there will be an error message at the bottom of the screen. Read the error message, make the necessary corrections and press the [ENTER] key.

If additional visitors need to be added, press the [ENTER] key to display a new page. A "READY FOR UPDATE" message will appear at the bottom of the page.

|  |   |                |                           |                   |              |
|--|---|----------------|---------------------------|-------------------|--------------|
| DV01 1 043433  |   | VISITOR SCREEN |                           | MM/DD/YY HH.MM.SS |              |
| IVSB001  |   |                |                           | PAGE 1            |              |
| INMATE: 043433 NAME: HUMMINGBIRD, NORMA L.                             |   |                |                           | STATUS: A ACTIVE  |              |
| LOCATION: B05 AZ CTR-WOMEN   |   |                |                           | HOUSING: SOTH     |              |
| DATE: 09/01/88 TIME: 15:24   |   |                |                           |                   |              |
| A  | C | TY             | VISITOR NAME              | DOB               | SSN          |
| T  | G | PE             | LAST, FIRST MIDDLE SUFFIX | MMDDYY            | SECONDARY ID |
| A  | N | R              | SMITH, JOHN P SR          | 101040            | SI13245908   |
|  |   |                |                           |                   |              |
|  |   |                |                           |                   |              |
|  |   |                |                           |                   |              |
|  |   |                |                           |                   |              |
|  |   |                |                           |                   |              |
|  |   |                |                           |                   |              |
| ACTION CODES: A= ADD, R= REMOVE, S= SELECT, V= VISIT, X= EXIT VISITING |   |                |                           |                   |              |
| TYPES: A= ATTORNEY, I= INTERRELATION, M= MINOR, S= SPECIAL, R= VISITOR |   |                |                           |                   |              |
| SEC. ID. FIRST 2 CHARACTERS BC=BANK CARD, ML= MILITARY, PP= PASSPORT,  |   |                |                           |                   |              |
| SI= STATE ID, OR A VALID STATE CODE FOR DRIVER LIC.                    |   |                |                           |                   |              |
| READY FOR UPDATE   |   |                |                           |                   |              |



## DATA ENTRY - DV02 VISITOR DETAIL SCREEN

The Visitor Detail Screen provides a comprehensive record of regular adult visitors, attorneys, minors, and emancipated minors/spouses. From this screen, new records can be entered, additional information can be added or changes/corrections can be made to a record. Data entered on this screen will automatically transfer to corresponding fields on the DV01 and other visitation screens.

The Visitor Detail Screen can be directly accessed from the DT01 (IVS) Menu, DV01 Visitor Screen and the DV03 Visitor Name Search Screen. When accessing this screen from the Menu the operator must know the VISITOR KEY. The VISITOR KEY is not necessary when accessing this screen from the DV01 or DV03. The program will automatically generate the VISITOR KEY from these screens.

The bottom half of the Visitor Detail Screen is a combination of four (4) other visitation screen: the DV06 Visitor Suspension Screen, the DV07 Visitor Comment Screen, the DV08 Adult Visitor For Minors Screen and the Approval Update Screen. The same functions, regarding a single visitor, performed on these screens can be performed on the DV02. Any data entered on the DV02 will update these screens and any data entered on these screens will update the DV02.

The Visitor Detail screen provides specific information about a visitor, the inmate being visited, any minors grouped with the visitor, any suspensions, any comments concerning visits, approval dates and visitor status.

|                            |  |                             |  |                          |  |
|----------------------------|--|-----------------------------|--|--------------------------|--|
| DV02 1 R                   |  | VISITOR DETAIL SCREEN       |  | MM/DD/YY HH.MM.SS        |  |
| IVS8002                    |  |                             |  | PAGE 1                   |  |
| VISITOR: _____             |  | TYPE: _____                 |  | VISITING: _____          |  |
| AKA-1: _____               |  | AKA-2: _____                |  |                          |  |
| STATUS: _____              |  | STAT DATE: ____/____/____   |  | SEX: _____ RACE: _____   |  |
| DOB: ____/____/____        |  | AGE: _____                  |  | SSN: ____-____-____      |  |
| ADDRESS: _____             |  | CITY: _____                 |  | ST: _____ ZIP: _____     |  |
| DATE ADDED: ____/____/____ |  | APPROVED: ____/____/____    |  | REMOVED: ____/____/____  |  |
| SUSPENSION TYPE: _____     |  | BEGIN DATE: ____/____/____  |  | END DATE: ____/____/____ |  |
| INMATE INFORMATION         |  |                             |  |                          |  |
| INMATE NUMBER: _____       |  | INMATE NAME: _____          |  | LOC: _____               |  |
| STATUS FOR VISITOR: _____  |  | STATUS DATE: ____/____/____ |  | REL TO INMATE: _____     |  |
| DATE ADDED: ____/____/____ |  | APPROVED: ____/____/____    |  | REMOVED: ____/____/____  |  |
| CUR VISITING: _____        |  |                             |  |                          |  |
| MINOR INFORMATION          |  |                             |  |                          |  |
| MINOR NAME: _____          |  | DOB: _____                  |  | AGE: _____ SEX: _____    |  |
| STATUS FOR VISITOR: _____  |  | STATUS DATE: ____/____/____ |  | REL TO VISITOR: _____    |  |
| DATE ADDED: ____/____/____ |  | APPROVED: ____/____/____    |  | REMOVED: ____/____/____  |  |
| CUR VISITING: _____        |  |                             |  |                          |  |
| COMMENTS                   |  |                             |  |                          |  |
| TYPE: _____                |  | DATE: ____/____/____        |  | COMMENT: _____           |  |
| READY FOR UPDATE           |  |                             |  |                          |  |

### ADULT VISITORS

All visitors (attorneys, emancipated minors/spouses, interrelation visitors, special visitors and regular adult visitors) with the exception of minors are considered adult visitors.

There are seven (7) Transaction Types or types of activity associated with the DV02 Visitor Detail Screen.

#### TYPE (Transaction)

- 0 display condensed visitor record
- 1 add visitor record
- 2 change visitor record
- 3 display full visitor record
- 4 add/change/delete a visitor suspension
- 5 add/change/delete a visitor comment
- 9 delete visitor record

The VISITOR NAME field allows up to twenty five (25) typed characters. In order for the program to make the distinction between names the last name must be entered first, followed by a comma, the first name, space and then the middle initial. An example is provided below. A three character suffix (e.g. Sr., Jr., III, etc.) can follow the middle name or initial when appropriate.

The Visitor TYPE field does not require manual entry unless the visitor file is being created on the DV02. The data for this field normally generates from the DV01.

The VISITING field does not require manual entry. The data for this field is generated from the DV01. A "YES" or a "NO" will be displayed depending on the action taken on the DV01. This field indicates whether or not a visitor is currently visiting with the inmate.

Two (2) fields are provided for entering a visitor's aliases. Each field allows thirty (30) typed characters: AKA-1 and AKA-2. The AKA-1 field is most commonly used to enter the maiden name of a female visitor.

There are six (6) codes that can be used to designate visitor STATUS. When entering data only the code needs to be entered. The program will display the code script after the [ENTER] key is pressed.

|                                |                     |                       |                          |                   |      |
|--------------------------------|---------------------|-----------------------|--------------------------|-------------------|------|
| DV02 1 R                       |                     | VISITOR DETAIL SCREEN |                          | MM/DD/YY HH.MM.SS |      |
| IVSB002                        |                     |                       |                          | PAGE 1            |      |
| VISITOR: SMITH,JOHN P SR       |                     | TYPE: R REGULAR       |                          | VISITING: NO      |      |
| AKA-1:                         |                     | AKA-2:                |                          |                   |      |
| STATUS: A                      | STAT DATE: 09/01/87 | SEX: M MALE           | RACE: C CAUCASIAN        |                   |      |
| DOB: 10/10/40                  | AGE:                | SSN: . . .            | SECONDARY ID: SI13245908 |                   |      |
| ADDRESS: 3423 N. FOLGER DR. NW |                     | TOTAL INMATES: 1      |                          | TOTAL MINORS: 2   |      |
| CITY: GLENDALE                 | ST: AZ              | ZIP: 85431            | TOTAL SUSPENSIONS: 0     |                   |      |
| DATE ADDED: 08/01/87           | APPROVED: 08/01/87  | REMOVED: _/_/_        | BEGIN DATE: _/_/_        |                   |      |
| SUSPENSION TYPE: _             | END DATE: _/_/_     |                       |                          |                   |      |
| INMATE INFORMATION             |                     |                       |                          |                   |      |
| INMATE NUMBER:                 | INMATE NAME:        | STATUS DATE: _/_/_    |                          | REL TO INMATE     | LOC: |
| STATUS FOR VISITOR: _          | APPROVED: _/_/_     | REMOVED: _/_/_        | CUR VISITING:            |                   |      |
| DATE ADDED: _/_/_              | MINOR INFORMATION   |                       |                          |                   |      |
| MINOR NAME:                    | DOB:                | AGE:                  | SEX:                     |                   |      |
| STATUS FOR VISITOR             | STATUS DATE         | REL TO VISITR         |                          |                   |      |
| DATE ADDED: _/_/_              | APPROVED: _/_/_     | REMOVED: _/_/_        | CUR VISITING:            |                   |      |
| COMMENTS                       |                     |                       |                          |                   |      |
| TYPE: _                        | DATE: _/_/_         | COMMENT: _____        |                          |                   |      |
| READY FOR UPDATE               |                     |                       |                          |                   |      |

## STATUS (Visitor)

A approved  
P pending review  
D denied

S suspended  
I inactive  
T terminated

The **STAT DATE** refers to the date on which the visitor's status was finalized. This field requires a six (6) digit for month, day and year (two (2) digits each). If no date entry is made the program will default to the current date displayed in the top right corner of the screen.

The selection parameter **SEX** has three (3) codes.

## SEX (Visitor)

M Male  
F Female  
U Unknown

The selection parameter **RACE** has eight (8) existing codes.

## RACE (Visitor)

A Asian  
B Black  
C Caucasian  
I Native American Indian

M Mexican American  
N Mexican National  
O Other  
U Unknown

|                          |  |                       |  |                                  |  |
|--------------------------|--|-----------------------|--|----------------------------------|--|
| DV02 1 R                 |  | VISITOR DETAIL SCREEN |  | MM/DD/YY HH.MM.SS                |  |
| IVSB002                  |  | TYPE:                 |  | PAGE 1                           |  |
| VISITOR: SMITH,JOHN P SR |  | AKA-2:                |  | VISITING:                        |  |
| AKA-1:                   |  | STAT DATE: _/_/_      |  | SEX: _ RACE: _                   |  |
| DOB: _/_/_ AGE: _        |  | SSN: _-_-             |  | SECONDARY ID: _                  |  |
| ADDRESS: _               |  | CITY: _               |  | TOTAL INMATES: 0 TOTAL MINORS: 0 |  |
| STATE: _                 |  | ZIP: _                |  | TOTAL SUSPENSIONS: 0             |  |
| DATE ADDED: _/_/_        |  | APPROVED: _/_/_       |  | REMOVED: _/_/_                   |  |
| SUSPENSION TYPE: _       |  | BEGIN DATE: _/_/_     |  | END DATE: _/_/_                  |  |
| INMATE INFORMATION       |  |                       |  |                                  |  |
| INMATE NUMBER: _         |  | INMATE NAME: _        |  | LOC: _                           |  |
| STATUS FOR VISITOR: _    |  | STATUS DATE: _/_/_    |  | REL TO INMATE: _                 |  |
| DATE ADDED: _/_/_        |  | APPROVED: _/_/_       |  | REMOVED: _/_/_ CUR VISITING: _   |  |
| MINOR INFORMATION        |  |                       |  |                                  |  |
| MINOR NAME: _            |  | DOB: _                |  | AGE: _ SEX: _                    |  |
| STATUS FOR VISITOR: _    |  | STATUS DATE: _/_/_    |  | REL TO VISITR: _                 |  |
| DATE ADDED: _/_/_        |  | APPROVED: _/_/_       |  | REMOVED: _/_/_ CUR VISITING: _   |  |
| COMMENTS                 |  |                       |  |                                  |  |
| TYPE: _                  |  | DATE: _/_/_           |  | COMMENT: _                       |  |
| READY FOR UPDATE         |  |                       |  |                                  |  |

The **DOB** (Date of Birth) field requires a six (6) digit entry. The date must include the month, day and year of birth with two (2) digits assigned to each.

The SSN (Social Security Number) field is a nine (9) character entry. Because the SSN is furnished voluntarily, by the visitor, the SSN is not a mandatory entry.

Thirteen spaces are provided for entering a visitor's **SECONDARY ID**. Examples of secondary identification are Driver License (prefixed by State initials), State ID (prefixed by the initials "SI"), Military ID (ML), Passport (PP), VISA (VS), Immigration and Naturalization Service (IN), and Bank Card (CB). A certificate of birth is required secondary ID for minors. The correct sequence for recording a certificate of birth is as follows: CB, the two initial birth State abbreviation, and the county where born (e.g. CBAZMARICOPA).

If a secondary ID has not been provided, the following secondary ID may be used temporarily: State abbreviation, AIMS Facility location code, the first four (4) letters of the visitor's last name, and the initials of the first and middle name. For a visitor named John P. Smith visiting an inmate at ASPC-F Central unit, a temporary secondary ID would look as follows: **AZA01SMITJP**.

Temporary/Substitute ID should be replace with a valid Secondary ID as soon as possible.

The street address, apartment number, space number or post office box for a visitor is entered in the **ADDRESS** field.

The **CITY**, **ST** and **ZIP** fields are self explanatory and need no further explanation.

The **TOTAL INMATES** field displays the number of inmates the visitor had been approved to visit and the **TOTAL MINORS** field is the number of minors the visitor has been grouped with. The **TOTAL SUSPENSIONS** field indicates the number of suspensions imposed on a visitor. There are no data entry requirements for these fields. They are program generated.

|                           |                       |                       |                      |                   |  |
|---------------------------|-----------------------|-----------------------|----------------------|-------------------|--|
| DV02 1 R                  |                       | VISITOR DETAIL SCREEN |                      | MM/DD/YY HH.MM.SS |  |
| IVSB002                   |                       |                       |                      | PAGE 1            |  |
| VISITOR: SMITH,JOHN P SR  |                       | TYPE:                 |                      | VISITING:         |  |
| AKA-1:                    |                       | AKA-2:                |                      |                   |  |
| STATUS:                   | STAT DATE: __/__/__   | SEX:                  | RACE:                |                   |  |
| DOB: __/__/__             | AGE: __               | SSN: __-__-____       | SECONDARY ID:        |                   |  |
| ADDRESS: _____            |                       | TOTAL INMATES: 0      |                      | TOTAL MINORS: 0   |  |
| CITY: _____               | ST: __                | ZIP: _____            | TOTAL SUSPENSIONS: 0 |                   |  |
| DATE ADDED: __/__/__      | APPROVED: __/__/__    | REMOVED: __/__/__     |                      |                   |  |
| SUSPENSION TYPE: __       | BEGIN DATE: __/__/__  | END DATE: __/__/__    |                      |                   |  |
| INMATE INFORMATION        |                       |                       |                      |                   |  |
| INMATE NUMBER: _____      | INMATE NAME: _____    | LOC:                  |                      |                   |  |
| STATUS FOR VISITOR: _____ | STATUS DATE: __/__/__ | REL TO INMATE:        |                      |                   |  |
| DATE ADDED: __/__/__      | APPROVED: __/__/__    | REMOVED: __/__/__     | CUR VISITING:        |                   |  |
| MINOR INFORMATION         |                       |                       |                      |                   |  |
| MINOR NAME: _____         | DOB: _____            | AGE: _____            | SEX:                 |                   |  |
| STATUS FOR VISITOR: _____ | STATUS DATE: __/__/__ | REL TO VISITR:        |                      |                   |  |
| DATE ADDED: __/__/__      | APPROVED: __/__/__    | REMOVED: __/__/__     | CUR VISITING:        |                   |  |
| COMMENTS                  |                       |                       |                      |                   |  |
| TYPE: __                  | DATE: __/__/__        | COMMENT: _____        |                      |                   |  |
| READY FOR UPDATE          |                       |                       |                      |                   |  |

The **DATE ADDED**, **APPROVED** and **REMOVED** fields require date entries. All visitation date entries require the same six (6) digit entry format as previously described. If no date is entered in the **DATE ADDED** or **APPROVED** fields the program will default to the current date as displayed in the upper right corner of the screen.

If a visitor is placed on inactive or terminated status and no entry is made in the **REMOVED** field the program will default to the current date. If a visitor is not placed on inactive or terminated status the program will default to 00/00/00.

The visitor **SUSPENSION TYPE** field is used to enter the type of suspension imposed. There are fourteen (14) **SUSPENSION TYPE** codes. When using a Transaction Type "1" it is possible to add one (1) suspension when a visitor file is initially being created. Using a Transaction Type "2" will only allow the change of a suspension **END DATE**. Any other suspensions must be added using a Transaction Type "4" (see VISITOR DETAIL SCREEN (DV02) - VISITOR SUSPENSIONS, p. 38).

### SUSPENSION TYPE

|    |              |    |                  |
|----|--------------|----|------------------|
| C1 | contraband-1 | S1 | search refused-1 |
| C2 | contraband-2 | S2 | search refused-2 |
| C3 | contraband-3 | S3 | search refused-3 |
| C4 | contraband-4 | S4 | search refused-4 |
| C5 | contraband-5 | S5 | search refused-5 |
| C6 | contraband-6 | S6 | search refused-6 |
| S  | suspended    | T  | terminated       |

There are two (2) date fields for each suspension: the **BEGIN DATE** and the **END DATE**. An **END DATE** of 99/99/99 indicates a permanent suspension has been imposed.

|                          |                       |                       |                      |                    |  |
|--------------------------|-----------------------|-----------------------|----------------------|--------------------|--|
| DV02 1 R                 |                       | VISITOR DETAIL SCREEN |                      | MM/DD/YY HH.MM.SS  |  |
| IVSB002                  |                       |                       |                      | PAGE 1             |  |
| VISITOR: SMITH,JOHN P SR |                       | TYPE:                 |                      | VISITING:          |  |
| AKA-1:                   |                       | AKA-2:                |                      |                    |  |
| STATUS:                  | STAT DATE: __/__/__   | SEX:                  | RACE:                |                    |  |
| DOB: __/__/__            | AGE: __               | SSN: __-__-__         | SECONDARY ID: __     |                    |  |
| ADDRESS: __              | SY: __                | ZIP: __               | TOTAL INMATES: 0     | TOTAL MINORS: 0    |  |
| CITY: __                 | ST: __                | ZIP: __               | TOTAL SUSPENSIONS: 0 |                    |  |
| DATE ADDED: __/__/__     | APPROVED: __/__/__    | REMOVED: __/__/__     | BEGIN DATE: __/__/__ | END DATE: __/__/__ |  |
| SUSPENSION TYPE: __      | INMATE INFORMATION    |                       |                      |                    |  |
| INMATE NUMBER: __        | INMATE NAME: __       | STATUS DATE: __/__/__ | REL TO INMATE        | LOC:               |  |
| STATUS FOR VISITOR       | DATE ADDED: __/__/__  | APPROVED: __/__/__    | REMOVED: __/__/__    | CUR VISITING:      |  |
| MINOR INFORMATION        |                       |                       |                      |                    |  |
| MINOR NAME: __           | DOB: __               | AGE: __               | SEX: __              |                    |  |
| STATUS FOR VISITOR       | STATUS DATE: __/__/__ | REL TO VISITR         |                      |                    |  |
| DATE ADDED: __/__/__     | APPROVED: __/__/__    | REMOVED: __/__/__     | CUR VISITING:        |                    |  |
| COMMENTS                 |                       |                       |                      |                    |  |
| TYPE: __                 | DATE: __/__/__        | COMMENT: __           |                      |                    |  |
| READY FOR UPDATE         |                       |                       |                      |                    |  |

ADULT VISITOR TO ADDITIONAL LISTS

A Transaction Type "1" can be used to initially add an adult visitor to an Inmate Visitor List from the DV02. Type the inmate's six (6) digit ADC Number in the INMATE NUMBER field and press the [ENTER] key. The cursor will bypass the INMATE NAME and LOC fields. Information in these fields will be program generated. Press the [ENTER] key and the visitor will appear on the inmate's Visitor List.

To add an adult visitor to additional inmates Visitor Lists use a Transaction Type "2" and overstrike the existing inmates ADC Number with the new Inmate Number and press the [ENTER] key. This will clear the screen so new inmate information can be added. Tab down to the STATUS FOR VISITOR field and begin adding the appropriate information.

NOTE: In the event an incorrect ADC Number was entered, overstrike the first two (2) digits in the number with a "#" sign, press the [ENTER] key and the screen will reappear displaying all "#" signs in the INMATE NUMBER field. Press the [ENTER] key one more time, wait for the screen to clear and enter the correct ADC Number. DO NOT USE THIS METHOD TO REMOVE A VISITOR FROM A VISITOR LIST. This procedure is to be used to correct data entry errors only.

There are six (6) codes that can be used to designate STATUS FOR VISITOR. This field denotes the authorization for a visitor to visit an inmate. When entering data only the code needs to be entered. The program will display the code script after the [ENTER] key is pressed.

STATUS FOR VISITOR

|   |                |   |            |
|---|----------------|---|------------|
| A | approved       | S | suspended  |
| P | pending review | I | inactive   |
| D | denied         | T | terminated |

The STATUS DATE refers to the date on which the visitor's status was finalized. A six (6) digit entry is required for month, day and year (two (2) digits each). If no date entry is made the program will default to the current date displayed in the top right corner of the screen.

The REL TO INMATE field is a single space field used for entering the relationship of the visitor to the inmate.

REL TO INMATE

|   |                   |   |                       |
|---|-------------------|---|-----------------------|
| C | child/stepchild   | F | family (all siblings) |
| P | parent/stepparent | R | other relationship    |
| G | grandparent       | N | no relationship       |
| S | spouse            |   |                       |

NOTE: "Other relationship" is to be used for those visitors not defined above (e.g. in-laws, aunts/uncles, cousins, etc.).

The DATE ADDED, APPROVED and REMOVED fields require date entries. All visitation date entries require the same six (6) digit entry format as previously described. If no date is entered in the DATE ADDED or APPROVED fields the program will default to the current date as displayed in the upper right corner of the screen.

If a visitor is placed on inactive or terminated status and no entry is made in the **REMOVED** field the program will default to the current date. If a visitor is not placed on inactive or terminated status the program will default to 00/00/00.

The **CUR VISITING** field does not require manual entry. The data for this field is generated from the DV01. A "YES" or a "NO" will be displayed depending on the action taken on the DV01. This field indicates whether or not a visitor is currently visiting an inmate.

|                          |                 |                       |                      |
|--------------------------|-----------------|-----------------------|----------------------|
| DV02 1 R                 |                 | MM/DD/YY HH.MM.SS     |                      |
| IVS8002                  |                 | PAGE 1                |                      |
| VISITOR: SMITH,JOHN P SR |                 | VISITOR DETAIL SCREEN |                      |
| TYPE:                    |                 | VISITING:             |                      |
| AKA-1:                   | AKA-2:          |                       |                      |
| STATUS:                  | STAT DATE: / /  | SEX:                  | RACE:                |
| DOB: / /                 | AGE:            | SSN: - -              | SECONDARY ID:        |
| ADDRESS:                 | ST:             | ZIP:                  | TOTAL INMATES: 0     |
| CITY:                    |                 |                       | TOTAL MINORS: 0      |
| DATE ADDED: / /          | APPROVED: / /   | REMOVED: / /          | TOTAL SUSPENSIONS: 0 |
| SUSPENSION TYPE:         | BEGIN DATE: / / | END DATE: / /         |                      |
| INMATE INFORMATION       |                 |                       |                      |
| INMATE NUMBER:           | INMATE NAME:    | LOC:                  |                      |
| STATUS FOR VISITOR       | STATUS DATE / / | REL TO INMATE         |                      |
| DATE ADDED: / /          | APPROVED: / /   | REMOVED: / /          | CUR VISITING:        |
| MINOR INFORMATION        |                 |                       |                      |
| MINOR NAME:              | DOB:            | AGE:                  | SEX:                 |
| STATUS FOR VISITOR       | STATUS DATE     | REL TO VISITR         |                      |
| DATE ADDED: / /          | APPROVED: / /   | REMOVED: / /          | CUR VISITING:        |
| COMMENTS                 |                 |                       |                      |
| TYPE:                    | DATE: / /       | COMMENT:              |                      |
| READY FOR UPDATE         |                 |                       |                      |

No additions, changes or corrections can be made to the MINOR INFORMATION section on an Adult Visitors Detail Screen. Information on a minor entered on the DV01 Visitor Screen and/or the DV02 Minor Visitors Detail Screen is displayed on this screen. The information displayed about a minor is as follows:

|                    |                            |
|--------------------|----------------------------|
| Name               | Relation to Visitor        |
| Date of Birth      | Date Added to the List     |
| Age                | Date Approved              |
| Sex                | Date Removed from the List |
| Status For Visitor | Currently Visiting         |
| Status Date        |                            |

### ENTERING COMMENTS

A Transaction Type "1" can be used to add a "Comment" to a visitor record on the DV02 as it is being initially created. Any other "Comments" must be entered on the Comment Screen using a Transaction Type "5" (SEE VISITOR DETAIL SCREEN (DV02) - VISITOR COMMENTS, p. 40).

NOTE: The comment date and type cannot be change using a Transaction Type "2".

There are ten (6) COMMENT TYPE codes.

TYPE (Comment)

|   |                |   |                     |
|---|----------------|---|---------------------|
| A | arrest         | R | inmate refused      |
| C | contraband     | S | search information  |
| D | denied         | T | terminated          |
| I | information    | V | vehicle information |
| P | pending review | W | warning             |

The DATE field requires the standard six (6) digit entry. The date entered is the effective date of the comment (e.g. If an incident occurred during a visit on a Saturday use Saturday's date for the comment).

Three lines are available on the screen for typing the comment. All comments should be concluded with the computerized Staff I.D. and the Location Code (e.g. XYZ4/B05) of the staff member making the comment.

Once the visitor information is typed and the [ENTER] key pressed an "UPDATE COMPLETE" message will appear at the bottom of the screen. If the message is not displayed there will be an error message at the bottom of the screen; read the error message, make the necessary corrections and press the [ENTER] key.

|                                  |  |                       |  |                                  |  |
|----------------------------------|--|-----------------------|--|----------------------------------|--|
| DV02 1 R                         |  | VISITOR DETAIL SCREEN |  | MM/DD/YY HH.MM.SS                |  |
| IVSB002                          |  |                       |  | PAGE 1                           |  |
| VISITOR: SMITH,JOHN P SR         |  | TYPE:                 |  | VISITING:                        |  |
| AKA-1:                           |  | AKA-2:                |  |                                  |  |
| STATUS:                          |  | STAT DATE: __/__/__   |  | SEX: RACE: __                    |  |
| DOB: __/__/__ AGE: SSN: __-__-__ |  | SECONDARY ID:         |  | TOTAL INMATES: 0 TOTAL MINORS: 0 |  |
| ADDRESS:                         |  | CITY:                 |  | TOTAL SUSPENSIONS: 0             |  |
| DATE ADDED: __/__/__             |  | APPROVED: __/__/__    |  | REMOVED: __/__/__                |  |
| SUSPENSION TYPE: __              |  | BEGIN DATE: __/__/__  |  | END DATE: __/__/__               |  |
| INMATE INFORMATION               |  |                       |  |                                  |  |
| INMATE NUMBER:                   |  | INMATE NAME:          |  | LOC:                             |  |
| STATUS FOR VISITOR:              |  | STATUS DATE: __/__/__ |  | REL TO INMATE                    |  |
| DATE ADDED: __/__/__             |  | APPROVED: __/__/__    |  | REMOVED: __/__/__ CUR VISITING:  |  |
| MINOR INFORMATION                |  |                       |  |                                  |  |
| MINOR NAME:                      |  | DOB:                  |  | AGE: SEX:                        |  |
| STATUS FOR VISITOR:              |  | STATUS DATE: __/__/__ |  | REL TO VISITR                    |  |
| DATE ADDED: __/__/__             |  | APPROVED: __/__/__    |  | REMOVED: __/__/__ CUR VISITING:  |  |
| COMMENTS                         |  |                       |  |                                  |  |
| TYPE: __                         |  | DATE: __/__/__        |  | COMMENT: _____                   |  |
| READY FOR UPDATE                 |  |                       |  |                                  |  |



MINOR VISITORS

The Minor Detail Screen provides a record of minors that visit inmates. From this screen, new records can be entered, additional information can be added or changes/corrections can be made to a minor's file. Data entered on this screen automatically transfer to corresponding fields on the DV01 and other visitation screens.

The Minor Detail Screen can be accessed from the DT01 (IVS) Menu, DV01 Visitor Screen and the DV03 Visitor Name Search Screen. When accessing this screen from the Menu the operator must know the VISITOR KEY. The VISITOR KEY is not necessary when accessing this screen from the DV01 or DV03. The program will automatically generate the VISITOR KEY from these screens.

The Minor Detail Screen provides specific information about a minor: the inmate being visited, any other minors grouped with the visitor, any suspensions, any comments concerning visits, approval dates and visitor status.

|                      |  |                       |  |                                  |  |
|----------------------|--|-----------------------|--|----------------------------------|--|
| DV02 1 M             |  | VISITOR DETAIL SCREEN |  | MM/DD/YY HH.MM.SS                |  |
| IVSB002              |  |                       |  | PAGE 1                           |  |
| VISITOR: SMITH, MARY |  | TYPE:                 |  | VISITING:                        |  |
| AKA-1:               |  | AKA-2:                |  |                                  |  |
| STATUS:              |  | STAT DATE: / /        |  | SEX: RACE:                       |  |
| DOB: / /             |  | AGE:                  |  | SSN: - -                         |  |
| ADDRESS:             |  | SECONDARY ID:         |  | TOTAL INMATES: 0 TOTAL MINORS: 0 |  |
| CITY:                |  | ST: ZIP:              |  | TOTAL SUSPENSIONS: 0             |  |
| DATE ADDED: / /      |  | APPROVED: / /         |  | REMOVED: / /                     |  |
| SUSPENSION TYPE:     |  | BEGIN DATE: / /       |  | END DATE: / /                    |  |
| INMATE INFORMATION   |  |                       |  |                                  |  |
| INMATE NUMBER:       |  | INMATE NAME:          |  | LOC:                             |  |
| STATUS FOR VISITOR   |  | STATUS DATE / /       |  | REL TO INMATE                    |  |
| DATE ADDED: / /      |  | APPROVED: / /         |  | REMOVED: / /                     |  |
| ADULT ID:            |  | ADULT INFORMATION     |  | CUR VISITING:                    |  |
| ADULT NAME:          |  | DOB:                  |  | AGE: SEX:                        |  |
| STATUS FOR MINOR     |  | STAT DATE / /         |  | REL TO ADULT                     |  |
| DATE ADDED: / /      |  | APPROVED: / /         |  | REMOVED: / /                     |  |
| TYPE:                |  | DATE: / /             |  | COMMENT:                         |  |
| COMMENTS             |  |                       |  |                                  |  |
| READY FOR UPDATE     |  |                       |  |                                  |  |

There are eight (8) Transaction Types or types of activity associated with the DV02 Minor Detail Screen.

TYPE (Transaction)

- 0 display condensed visitor record
- 1 add visitor record
- 2 change visitor record
- 3 display full visitor record
- 4 add/change/delete a visitor suspension
- 5 add/change/delete a visitor comment
- 7 add/change/delete adult info from minor record
- 9 delete visitor record

The VISITOR name field allows thirty (30) type characters to be entered. In order for the program to make the distinction between names, the last name must be typed first followed by a comma, the first name and the middle name or initial. A three (3) character suffix (e.g. Sr., Jr., III, etc.) can be entered following the middle name. An example displaying the correct entry format is provided above.

The Visitor TYPE field does not require manual entry unless the minor's file is being created from the DV02. The data for this field is normally generated from the DV01.

The VISITING field does not require manual entry. The data for this field is generated from the DV01. A "YES" or a "NO" will be displayed depending on the action taken on the DV01. This field indicates whether or not a minor is currently visiting with the inmate in the designated visitation area.

Two (2) fields are provided for entering a minor's aliases. Each field allows thirty (30) typed characters: AKA-1 and AKA-2. The AKA-1 field is most commonly used to enter the maiden name of a emancipated female spouse.

There are six (6) codes that can be used to designate STATUS. They are identical to the vistor STATUS codes previously mentioned excluding the code for "all". When entering data only the code needs to be entered. The program will display the code script after the [ENTER] key is pressed.

|                      |                      |                       |                      |                   |  |
|----------------------|----------------------|-----------------------|----------------------|-------------------|--|
| DV02 1 M             |                      | VISITOR DETAIL SCREEN |                      | MM/DD/YY HH.MM.SS |  |
| IVS8002              |                      |                       |                      | PAGE 1            |  |
| VISITOR: SMITH, MARY |                      | TYPE:                 |                      | VISITING:         |  |
| AKA-1:               |                      | AKA-2:                |                      |                   |  |
| STATUS:              | STAT DATE: __/__/__  | SEX:                  | RACE:                |                   |  |
| DOB: __/__/__        | AGE:                 | SSN: __-__-__         | SECONDARY ID:        |                   |  |
| ADDRESS:             | TOTAL INMATES: 0     |                       | TOTAL MINORS: 0      |                   |  |
| CITY:                | ST: __               | ZIP: __               | TOTAL SUSPENSIONS: 0 |                   |  |
| DATE ADDED: __/__/__ | APPROVED: __/__/__   | REMOVED: __/__/__     | END DATE: __/__/__   |                   |  |
| SUSPENSION TYPE: __  | BEGIN DATE: __/__/__ |                       |                      |                   |  |
| INMATE INFORMATION   |                      |                       |                      |                   |  |
| INMATE NUMBER:       | INMATE NAME:         | STATUS DATE: __/__/__ | REL TO INMATE        | LOC:              |  |
| DATE ADDED: __/__/__ | APPROVED: __/__/__   | REMOVED: __/__/__     | CUR VISITING:        |                   |  |
| ADULT ID:            | ADULT INFORMATION    |                       |                      |                   |  |
| ADULT NAME:          | DOB:                 | AGE:                  | SEX:                 |                   |  |
| STATUS FOR MINOR     | STAT DATE: __/__/__  | REL TO ADULT          |                      |                   |  |
| DATE ADDED: __/__/__ | APPROVED: __/__/__   | REMOVED: __/__/__     | CUR VISITING:        |                   |  |
| COMMENTS             |                      |                       |                      |                   |  |
| TYPE: __             | DATE: __/__/__       | COMMENT: _____        |                      |                   |  |
| READY FOR UPDATE     |                      |                       |                      |                   |  |

#### STATUS (Visitor)

|                  |              |
|------------------|--------------|
| A approved       | S suspended  |
| P pending review | I inactive   |
| D denied         | T terminated |

The STAT DATE refers to the date on which the minor's status was finalized. A six (6) digit entry is required for month, day and year (two (2) digits each). If no date entry is made the program will default to the current date displayed in the top right corner of the screen.

The selection parameter SEX has three (3) codes.

SEX (Visitor, Minor)

M Male  
F Female  
U Unknown

The selection parameter RACE has eight (8) existing codes.

RACE (Visitor, Minor)

|                          |                    |
|--------------------------|--------------------|
| A Asian                  | M Mexican American |
| B Black                  | N Mexican National |
| C Caucasian              | O Other            |
| I Native American Indian | U Unknown          |

|                           |                       |                       |                      |                   |                 |
|---------------------------|-----------------------|-----------------------|----------------------|-------------------|-----------------|
| DV02 1 M                  |                       | VISITOR DETAIL SCREEN |                      | MM/DD/YY HH.MM.SS |                 |
| IVS8002                   |                       |                       |                      | PAGE 1            |                 |
| VISITOR: SMITH,           |                       | TYPE:                 |                      | VISITING:         |                 |
| AKA-1:                    |                       | AKA-2:                |                      |                   |                 |
| STATUS:                   | STAT DATE: __/__/__   | SEX:                  | RACE:                |                   |                 |
| DOB: __/__/__             | AGE: __               | SSN: __-__-__         | SECONDARY ID: _____  |                   |                 |
| ADDRESS: _____            | CITY: _____           | ST: __                | ZIP: _____           | TOTAL INMATES: 0  | TOTAL MINORS: 0 |
| DATE ADDED: __/__/__      | APPROVED: __/__/__    | REMOVED: __/__/__     | TOTAL SUSPENSIONS: 0 |                   |                 |
| SUSPENSION TYPE: __       | BEGIN DATE: __/__/__  | END DATE: __/__/__    |                      |                   |                 |
| INMATE INFORMATION        |                       |                       |                      |                   |                 |
| INMATE NUMBER: _____      | INMATE NAME: _____    | LOC: _____            |                      |                   |                 |
| STATUS FOR VISITOR: _____ | STATUS DATE: __/__/__ | REL TO INMATE: _____  |                      |                   |                 |
| DATE ADDED: __/__/__      | APPROVED: __/__/__    | REMOVED: __/__/__     | CUR VISITING: _____  |                   |                 |
| ADULT ID: _____           | ADULT INFORMATION     |                       |                      |                   |                 |
| ADULT NAME: _____         | DOB: _____            | AGE: _____            | SEX: _____           |                   |                 |
| STATUS FOR MINOR: _____   | STAT DATE: __/__/__   | REL TO ADULT: _____   |                      |                   |                 |
| DATE ADDED: __/__/__      | APPROVED: __/__/__    | REMOVED: __/__/__     | CUR VISITING: _____  |                   |                 |
| COMMENTS                  |                       |                       |                      |                   |                 |
| TYPE: __                  | DATE: __/__/__        | COMMENT: _____        |                      |                   |                 |
| READY FOR UPDATE          |                       |                       |                      |                   |                 |

The DOB (Date of Birth) field requires a six (6) digit entry. The date must include the month, day and year of birth with two (2) digits assigned to each. The AGE is program generated based on the DOB entry.

The SSN (Social Security Number) field is a nine (9) character entry. Because the SSN is furnished voluntarily, by the visitor, the SSN is not a mandatory entry.

Thirteen spaces are provided for entering a minor's SECONDARY ID. Examples of a secondary identification are Driver License (prefixed by State initials), State ID (prefixed by the initials "SI"), Military ID (ML), Passport (PP), VISA (VS), Immigration and Naturalization Service (IN), and Bank Card (CB). A certificate of birth is required secondary ID for minors. The correct sequence for recording a certificate of birth is as follows: CB, the two initial birth State abbreviation, and the county where born (e.g. CBAZMARICOPA).

If a secondary ID has not been provided, the following temporary secondary ID may be used: State abbreviation, AIMS Facility location code, the first four (4) letters of the visitor's last name, and the initials of the first and middle name. For a minor named John P. Smith Jr. visiting an inmate at ASPC-F Central unit, a temporary secondary ID would look as follows: **AZA01SMITJP.**

Temporary/Substitute ID should be replace with a valid Secondary ID as soon as possible.

The street address, apartment number, space number or post office box for a visitor is entered in the **ADDRESS** field.

The **CITY**, **ST** and **ZIP** fields are self explanatory and need no further explanation.

The **TOTAL INMATES** field displays the number of inmates the minor has been approved to visit and the **ADULTS** field is the number of adult visitors the minor has been grouped with. The **TOTAL SUSPENSIONS** field indicates the number of suspensions imposed on a minor. There are no data entry requirements for these fields. They are calculated by the program.

|                      |                    |                       |                 |                   |  |
|----------------------|--------------------|-----------------------|-----------------|-------------------|--|
| DV02 1 M             |                    | VISITOR DETAIL SCREEN |                 | MM/DD/YY HH.MM.SS |  |
| IVSB002              |                    |                       |                 | PAGE 1            |  |
| VISITOR: SMITH, MARY |                    | TYPE:                 |                 | VISITING:         |  |
| AKA-1:               |                    | AKA-2:                |                 |                   |  |
| STATUS:              | STAT DATE: / /     | SEX:                  | RACE:           |                   |  |
| DOB: / /             | AGE:               | SSN: . -              | SECONDARY ID:   |                   |  |
| ADDRESS:             | CITY:              |                       | ST:             | ZIP:              |  |
| DATE ADDED: / /      | APPROVED: / /      | REMOVED: / /          | BEGIN DATE: / / | END DATE: / /     |  |
| SUSPENSION TYPE:     | INMATE INFORMATION |                       | LOC:            |                   |  |
| INMATE NUMBER:       | INMATE NAME:       | STATUS DATE: / /      | REL TO INMATE   |                   |  |
| STATUS FOR VISITOR:  | DATE ADDED: / /    | APPROVED: / /         | REMOVED: / /    | CUR VISITING:     |  |
| ADULT ID:            | ADULT INFORMATION  |                       |                 |                   |  |
| ADULT NAME:          | DOB:               | AGE:                  | SEX:            |                   |  |
| STATUS FOR MINOR:    | STAT DATE: / /     | REL TO ADULT          |                 |                   |  |
| DATE ADDED: / /      | APPROVED: / /      | REMOVED: / /          | CUR VISITING:   |                   |  |
| COMMENTS             |                    |                       |                 |                   |  |
| TYPE:                | DATE: / /          | COMMENT:              |                 |                   |  |
| READY FOR UPDATE     |                    |                       |                 |                   |  |

The **DATE ADDED**, **APPROVED** and **REMOVED** fields require date entries. All visitation date entries require the same six (6) digit entry format as previously described. If no date is entered in the **DATE ADDED** or **APPROVED** fields the program will default to the current date as displayed in the upper right corner of the screen.

If a minor is placed on inactive or terminated status and no entry is made in the **REMOVED** field the program will default to the current date. If a minor is not placed on inactive or terminated status the program will default to 00/00/00.

The **SUSPENSION TYPE** field is used to enter the type of suspension imposed. There are fourteen (14) **SUSPENSION TYPE** codes. When using a Transaction Type "1" it is possible to add one (1) suspension to a minor's file when it is initially being created. Using a Transaction Type "2" will only allow the change of a suspension **END DATE**. Any other suspensions must be added using a Transaction Type "4" (see DV02 VISITOR DETAIL SCREEN - VISITOR SUSPENSIONS, p. 38).

### SUSPENSION TYPE

|    |              |    |                  |
|----|--------------|----|------------------|
| C1 | contraband-1 | S1 | search refused-1 |
| C2 | contraband-2 | S2 | search refused-2 |
| C3 | contraband-3 | S3 | search refused-3 |
| C4 | contraband-4 | S4 | search refused-4 |
| C5 | contraband-5 | S5 | search refused-5 |
| C6 | contraband-6 | S6 | search refused-6 |
| S  | suspended    | T  | terminated       |

There are two (2) date fields for each suspension: the **BEGIN DATE** and the **END DATE**. An **END DATE** of 99/99/99 indicates a permanent suspension has been imposed.

### ADDITION OF MINOR'S TO THE VISIT LIST

A Transaction Type "1" can be used to initially add a minor to a Visitor List. Type the inmate's six (6) digit ADC Number in the INMATE NUMBER field and press the [ENTER] key. The cursor will bypass the INMATE NAME, LOC, STATUS FOR VISITOR, STATUS DATE AND REL TO INMATE fields. Information in these fields will be program generated. Press the [ENTER] key and the minor will appear on the inmate's Visitor List.

|                      |                   |                       |                      |                   |  |
|----------------------|-------------------|-----------------------|----------------------|-------------------|--|
| DV02 1 M             |                   | VISITOR DETAIL SCREEN |                      | MM/DD/YY HH.MM.SS |  |
| IVSB002              |                   |                       |                      | PAGE 1            |  |
| VISITOR: SMITH, MARY |                   | TYPE:                 |                      | VISITING:         |  |
| AKA-1:               |                   | AKA-2:                |                      |                   |  |
| STATUS:              | STAT DATE: / /    | SEX:                  | RACE:                |                   |  |
| DOB: / /             | AGE:              | SSN: - -              | SECONDARY ID:        |                   |  |
| ADDRESS:             |                   | TOTAL INMATES: 0      |                      | TOTAL MINORS: 0   |  |
| CITY:                | ST:               | ZIP:                  | TOTAL SUSPENSIONS: 0 |                   |  |
| DATE ADDED: / /      | APPROVED: / /     | REMOVED: / /          |                      |                   |  |
| SUSPENSION TYPE:     | BEGIN DATE: / /   | END DATE: / /         |                      |                   |  |
| INMATE INFORMATION   |                   |                       |                      |                   |  |
| INMATE NUMBER:       | INMATE NAME:      | LOC:                  |                      |                   |  |
| STATUS FOR VISITOR:  | STATUS DATE: / /  | REL TO INMATE:        |                      |                   |  |
| DATE ADDED: / /      | APPROVED: / /     | REMOVED: / /          | CUR VISITING:        |                   |  |
| ADULT ID:            | ADULT INFORMATION |                       |                      |                   |  |
| ADULT NAME:          | DOB:              | AGE:                  | SEX:                 |                   |  |
| STATUS FOR MINOR:    | STAT DATE: / /    | REL TO ADULT:         |                      |                   |  |
| DATE ADDED: / /      | APPROVED: / /     | REMOVED: / /          | CUR VISITING:        |                   |  |
| COMMENTS             |                   |                       |                      |                   |  |
| TYPE: _              | DATE: / /         | COMMENT:              |                      |                   |  |
| READY FOR UPDATE     |                   |                       |                      |                   |  |

The **DATE ADDED**, **APPROVED** and **REMOVED** fields require date entries. All visitation date entries require the same six (6) digit entry format as previously described. If no date is entered in the **DATE ADDED** or **APPROVED** fields the program will default to the current date as displayed in the upper right corner of the screen.

If a visitor is placed on inactive or terminated status and no entry is made in the **REMOVED** field the program will default to the current date. If a visitor is not placed on inactive or terminated status the program will default to 00/00/00.

The CUR VISITING field does not require manual entry. The data for this field is generated from the DV01. A "YES" or a "NO" will be displayed depending on the action taken on the DV01. This field indicates whether or not a minor is currently visiting an inmate in a designated visitation area.

A Transaction Type "1" can be used to initially add information regarding one (1) adult visitor to the ADULT INFORMATION section of the Minor Detail Screen. Any other adults to be added/changed/deleted must be done using the Minor Detail "sub" Screen (see DV02 MINOR DETAIL SCREEN - ADULT INFORMATION, p. 42). A Transaction Type "2" allows changes to be made to already existing information about an adult displayed on the Minor Detail Screen.

To add an adult visitor to the Minor Detail Screen type the twelve (12) character VISITOR KEY in the ADULT ID field. No manual entries can be made in the ADULT NAME, DOB, AGE and SEX fields. Any changes to these fields will have to be made on the respective Adult Visitor Detail Screen.

There are six (6) codes that can be used to designate STATUS FOR MINOR. This field denotes the authorization for a visitor to visit an inmate. When entering data only the code needs to be entered. The program will display the code script after the [ENTER] key is pressed.

#### STATUS FOR MINOR

|                  |              |
|------------------|--------------|
| A approved       | S suspended  |
| P pending review | I inactive   |
| D denied         | T terminated |

The STATUS DATE refers to the date on which the minor's status was finalized. A six (6) digit entry is required for month, day and year (two (2) digits each). If no date entry is made the program will default to the current date displayed in the top right corner of the screen.

|                      |  |                       |  |                      |  |
|----------------------|--|-----------------------|--|----------------------|--|
| DV02 1 M             |  | VISITOR DETAIL SCREEN |  | MM/DD/YY HH.MM.SS    |  |
| IVS8002              |  |                       |  | PAGE 1               |  |
| VISITOR: SMITH, MARY |  | TYPE:                 |  | VISITING:            |  |
| AKA-1:               |  | AKA-2:                |  |                      |  |
| STATUS:              |  | STAT DATE: / /        |  | SEX: RACE: -         |  |
| DOB: / / AGE:        |  | SSN: - - -            |  | SECONDARY ID: - - -  |  |
| ADDRESS:             |  | TOTAL INMATES: 0      |  | TOTAL MINORS: 0      |  |
| CITY:                |  | ST: ZIP:              |  | TOTAL SUSPENSIONS: 0 |  |
| DATE ADDED: / /      |  | APPROVED: / /         |  | REMOVED: / /         |  |
| SUSPENSION TYPE: -   |  | BEGIN DATE: / /       |  | END DATE: / /        |  |
| INMATE INFORMATION   |  |                       |  |                      |  |
| INMATE NUMBER:       |  | INMATE NAME:          |  | LOC:                 |  |
| STATUS FOR VISITOR:  |  | STATUS DATE / /       |  | REL TO INMATE        |  |
| DATE ADDED: / /      |  | APPROVED: / /         |  | REMOVED: / /         |  |
| ADULT ID:            |  | ADULT INFORMATION     |  | CUR VISITING:        |  |
| ADULT NAME:          |  | DOB:                  |  | AGE: SEX:            |  |
| STATUS FOR MINOR     |  | STAT DATE / /         |  | REL TO ADULT         |  |
| DATE ADDED: / /      |  | APPROVED: / /         |  | REMOVED: / /         |  |
| COMMENTS             |  |                       |  |                      |  |
| TYPE: -              |  | DATE: / /             |  | COMMENT: -           |  |
| READY FOR UPDATE     |  |                       |  |                      |  |

The DATE ADDED, APPROVED and REMOVED fields require date entries. All visitation date entries require the same six (6) digit entry format as previously described. If no date is entered in the DATE ADDED or APPROVED fields the program will default to the current date as displayed in the upper right corner of the screen.

If a visitor is placed on inactive or terminated status and no entry is made in the REMOVED field the program will default to the current date. If a visitor is not placed on inactive or terminated status the program will default to 00/00/00.

The CUR VISITING field does not require manual entry. The data for this field is generated from the DV01. A "YES" or a "NO" will be displayed depending on the action taken on the DV01. This field indicates whether or not a minor is currently visiting an inmate in a designated visitation area.

#### ADDING MINOR'S TO MORE THAN ONE LIST

When adding a minor to additional Inmate Visitor Lists use a Transaction Type "2" and overstrike the existing inmates ADC Number with the new Inmate Number and press the [ENTER] key. This will clear the screen so new inmate information can be added. Tab down to the STATUS FOR MINOR field and begin adding the appropriate information.

NOTE: In the event an incorrect ADC Number was entered, overstrike the first two (2) digits in the number with a "#" sign, press the [ENTER] key and the screen will reappear displaying all "#" signs in the INMATE NUMBER field. Press the [ENTER] key one more time, wait for the screen to clear and enter the correct ADC Number. DO NOT USE THIS METHOD TO REMOVE A MINOR FROM A VISITOR LIST. This procedure is to be used to correct data entry errors only.

There are six (6) codes that can be used to designate STATUS FOR MINOR. This field denotes the authorization for a visitor to visit an inmate. When entering data only the code needs to be entered. The program will display the code script after the [ENTER] key is pressed.

#### STATUS FOR MINOR

|   |                |   |            |
|---|----------------|---|------------|
| A | approved       | S | suspended  |
| P | pending review | I | inactive   |
| D | denied         | T | terminated |

The STATUS DATE refers to the date on which the minor's status was finalized. A six (6) digit entry is required for month, day and year (two (2) digits each). If no date entry is made the program will default to the current date displayed in the top right corner of the screen.

The REL TO INMATE field is a single space field used for entering the relationship of the minor to the inmate.

#### REL TO INMATE

|   |                   |   |                       |
|---|-------------------|---|-----------------------|
| C | child/stepchild   | F | family (all siblings) |
| P | parent/stepparent | R | other relationship    |
| G | grandparent       | N | no relationship       |
| S | spouse            |   |                       |

NOTE: "Other relationship" is to be used for those minors not defined above (e.g. in-laws, aunts/uncles, cousins, etc.).

The REL TO ADULT field is a single space field used for entering the relationship of the minor to the adult the minor is grouped with.

## REL TO ADULT

|   |                   |   |                       |
|---|-------------------|---|-----------------------|
| C | child/stepchild   | F | family (all siblings) |
| P | parent/stepparent | R | other relationship    |
| G | grandparent       | N | no relationship       |
| S | spouse            |   |                       |

NOTE: "Other relationship" is to be used for those minors not defined above (e.g. in-laws, aunts/uncles, cousins, etc.).

The DATE ADDED, APPROVED and REMOVED fields require date entries. All visitation date entries require the same six (6) digit entry format as previously described. If no date is entered in the DATE ADDED or APPROVED fields the program will default to the current date as displayed in the upper right corner of the screen.

If a visitor is placed on inactive or terminated status and no entry is made in the REMOVED field the program will default to the current date. If a visitor is not placed on inactive or terminated status the program will default to 00/00/00.

The CUR VISITING field does not require manual entry. The data for this field is generated from the DV01. A "YES" or a "NO" will be displayed depending on the action taken on the DV01. This field indicates whether or not a minor is currently visiting an inmate in a designated visitation area.

|                        |                       |                       |                      |                   |  |
|------------------------|-----------------------|-----------------------|----------------------|-------------------|--|
| DV02 1 M               |                       | VISITOR DETAIL SCREEN |                      | MM/DD/YY HH.MM.SS |  |
| IVSB002                |                       |                       |                      | PAGE 1            |  |
| VISITOR: SMITH, MARY   |                       | TYPE:                 |                      | VISITING:         |  |
| AKA-1:                 |                       | AKA-2:                |                      |                   |  |
| STATUS:                | STAT DATE: __/__/__   | SEX:                  | RACE:                |                   |  |
| DOB: __/__/__          | AGE: __               | SSN: __-__-__         | SECONDARY ID:        |                   |  |
| ADDRESS:               | TOTAL INMATES: 0      |                       | TOTAL MINORS: 0      |                   |  |
| CITY:                  | ST: __                | ZIP: __               | TOTAL SUSPENSIONS: 0 |                   |  |
| DATE ADDED: __/__/__   | APPROVED: __/__/__    | REMOVED: __/__/__     |                      |                   |  |
| SUSPENSION TYPE: __    | BEGIN DATE: __/__/__  |                       | END DATE: __/__/__   |                   |  |
| INMATE INFORMATION     |                       |                       |                      |                   |  |
| INMATE NUMBER: __      | INMATE NAME:          | LOC:                  |                      |                   |  |
| STATUS FOR VISITOR: __ | STATUS DATE: __/__/__ | REL TO INMATE:        |                      |                   |  |
| DATE ADDED: __/__/__   | APPROVED: __/__/__    | REMOVED: __/__/__     | CUR VISITING:        |                   |  |
| ADULT ID: __           | ADULT INFORMATION     |                       |                      |                   |  |
| ADULT NAME: __         | DOS: __               | AGE: __               | SEX: __              |                   |  |
| STATUS FOR MINOR: __   | STAT DATE: __/__/__   | REL TO ADULT:         |                      |                   |  |
| DATE ADDED: __/__/__   | APPROVED: __/__/__    | REMOVED: __/__/__     | CUR VISITING:        |                   |  |
| COMMENTS               |                       |                       |                      |                   |  |
| TYPE: __               | DATE: __/__/__        | COMMENT: _____        |                      |                   |  |
| READY FOR UPDATE       |                       |                       |                      |                   |  |



### ENTERING VISIT COMMENTS

A Transaction Type "1" can be used to initially add a "Comment" to a newly created visitor record on the DV02. Any other "Comments" must be entered on the Comment Screen of the visitor detail record (see DV02 VISITOR DETAIL SCREEN - VISITOR COMMENTS, p. 40).

NOTE: The comment date and type cannot be change using a Transaction Type "2".

There are ten (6) COMMENT TYPE codes.

#### TYPE (Comment)

|   |                |   |                     |
|---|----------------|---|---------------------|
| A | arrest         | R | inmate refused      |
| C | contraband     | S | search information  |
| D | denied         | T | terminated          |
| I | information    | V | vehicle information |
| P | pending review | W | warning             |

The DATE field entry is the standard six (6) digit entry. The date entered is the effective date of the comment (e.g. If an incident occurred during a visit on a Saturday use Saturday's date for the comment).

Three lines are available on the screen for typing the comment. All comments should be concluded with the computerized Staff I.D. of the staff member making the comment and the Location Code (e.g. XYZ4/B05).

Once the visitor information is typed and the [ENTER] key pressed an "UPDATE COMPLETE" message will appear at the bottom of the screen. If the message is not displayed there will be an error message at the bottom of the screen. Read the error message, make the necessary corrections and press the [ENTER] key.

### **DATA ENTRY - DV06 VISITOR SUSPENSIONS SCREEN**

The DV06 Visitor Suspensions Screen allows suspensions to be recorded on any visitor TYPE records. To Display this screen from the MENU (DT01 0 IVS), enter a Transaction Type "0" in the TYPE field, the VISITOR TYPE CODE in the (TYPE) field, the VISITOR KEY in the (VISITOR KEY) field and press the [ENTER] key.

The DV06 Visitor Suspensions Screen program is designed to allow this screen to be displayed as a "SUB" screen of the DV02 Visitor Detail Screen. To display this screen as a "SUB" screen of the DV02 select the DV02 screen on the MENU and enter a Transaction Type "4" in the TYPE field, the VISITOR TYPE CODE in the (TYPE) field, the VISITOR KEY in the (VISITOR KEY) field and press the [ENTER] key.

To display the DV06 Visitor Suspensions Screen or the Suspensions Screen as a sub-screen of the DV02, from any screen in AIMS, type DV06 2 R VISITOR KEY or DV02 4 R VISITOR KEY on the screens Transaction Request Line, respectively.

If the VISITOR KEY is not known, it can be found using the DV01 Visitor Screen or the DV03 Name Search Screen. Type an "S" (for select) in the ACT field next to the visitor's name and press [ENTER]. The DV02 Visitor Detail Screen will be displayed. Type the Transaction Type "4" over the existing Transaction Type, press [ENTER] and the Suspensions Screen will be displayed.

When the Suspension section of the DV02 Visitor Detail Screen appears the VISITOR and TYPE fields will be automatically generated by the program. A "YES" or "NO" will also be displayed in the VISITING field, indicating whether or not the visitor is currently visiting an inmate. Before a suspension can be added, changed or deleted a single character ACTION CODE must be type in the ACT field. The codes are as follows:

## ACTION

- A add a suspension
- C change an existing suspension
- D delete an existing suspension

|                        |                       |                    |
|------------------------|-----------------------|--------------------|
| DV06 2 R (VISITOR KEY) | VISITOR DETAIL SCREEN | MM/DD/YY HH.MM.SS  |
| IVSB006                | TYPE:                 | PAGE 1             |
| VISITOR:               |                       | VISITING:          |
| SUSPENSIONS            |                       |                    |
| ACTION:                |                       |                    |
| - SUSPENSION TYPE: __  | BEGIN DATE: __/__/__  | END DATE: __/__/__ |
| - SUSPENSION TYPE: __  | BEGIN DATE: __/__/__  | END DATE: __/__/__ |
| - SUSPENSION TYPE: __  | BEGIN DATE: __/__/__  | END DATE: __/__/__ |
| - SUSPENSION TYPE: __  | BEGIN DATE: __/__/__  | END DATE: __/__/__ |
| - SUSPENSION TYPE: __  | BEGIN DATE: __/__/__  | END DATE: __/__/__ |
| - SUSPENSION TYPE: __  | BEGIN DATE: __/__/__  | END DATE: __/__/__ |
| - SUSPENSION TYPE: __  | BEGIN DATE: __/__/__  | END DATE: __/__/__ |
| - SUSPENSION TYPE: __  | BEGIN DATE: __/__/__  | END DATE: __/__/__ |
| READY FOR UPDATE       |                       |                    |

|                        |                       |                    |
|------------------------|-----------------------|--------------------|
| DV02 4 R (VISITOR KEY) | VISITOR DETAIL SCREEN | MM/DD/YY HH.MM.SS  |
| IVSB006                | TYPE:                 | PAGE 1             |
| VISITOR:               |                       | VISITING:          |
| SUSPENSIONS            |                       |                    |
| ACTION:                |                       |                    |
| - SUSPENSION TYPE: __  | BEGIN DATE: __/__/__  | END DATE: __/__/__ |
| - SUSPENSION TYPE: __  | BEGIN DATE: __/__/__  | END DATE: __/__/__ |
| - SUSPENSION TYPE: __  | BEGIN DATE: __/__/__  | END DATE: __/__/__ |
| - SUSPENSION TYPE: __  | BEGIN DATE: __/__/__  | END DATE: __/__/__ |
| - SUSPENSION TYPE: __  | BEGIN DATE: __/__/__  | END DATE: __/__/__ |
| - SUSPENSION TYPE: __  | BEGIN DATE: __/__/__  | END DATE: __/__/__ |
| - SUSPENSION TYPE: __  | BEGIN DATE: __/__/__  | END DATE: __/__/__ |
| - SUSPENSION TYPE: __  | BEGIN DATE: __/__/__  | END DATE: __/__/__ |
| READY FOR UPDATE       |                       |                    |

There are fourteen (14) **SUSPENSION TYPE** codes.

#### **SUSPENSION TYPE**

|    |              |    |                  |
|----|--------------|----|------------------|
| C1 | contraband-1 | S1 | search refused-1 |
| C2 | contraband-2 | S2 | search refused-2 |
| C3 | contraband-3 | S3 | search refused-3 |
| C4 | contraband-4 | S4 | search refused-4 |
| C5 | contraband-5 | S5 | search refused-5 |
| C6 | contraband-6 | S6 | search refused-6 |
| S  | suspended    | T  | terminated       |

There are two (2) date fields for each suspension: the **BEGIN DATE** and the **END DATE**. An **END DATE** of 99/99/99 indicates a permanent suspension has been imposed. Eight (8) suspensions can be added at one time.

Once the visitor suspension is typed and the [ENTER] key pressed an "UPDATE COMPLETE" message will appear at the bottom of the screen. If the message is not displayed there will be an error message at the bottom of the screen. Read the error message, make the necessary corrections and press the [ENTER] key.

#### **DATA ENTRY - DV07 VISITOR COMMENTS SCREEN**

The DV07 Visitor Comments Screen allows comments about a visit to be recorded on any of the visitor TYPES. To Display this screen from the MENU (DT01 0 IVS), enter a Transaction Type "0" in the TYPE field, the VISITOR TYPE CODE in the (TYPE) field, the VISITOR KEY in the (VISITOR KEY) field and press the [ENTER] key.

The DV07 Visitor Comments Screen program is designed to allow this screen to be displayed as a sub-screen of the DV02 Visitor Detail Screen. To display this screen as a sub-screen of the DV02 select the DV02 screen on the MENU and enter a Transaction Type "5" in the TYPE field, the VISITOR TYPE CODE in the (TYPE) field, the VISITOR KEY in the (VISITOR KEY) field and press the [ENTER] key.

To display the DV07 Visitor Comments Screen or the Comments Screen as a sub-screen of the DV02, from any screen in AIMS, type DV07 2 R VISITOR KEY or DV02 5 R VISITOR KEY on the screens Transaction Request Line, respectively.

If the VISITOR KEY is not known, it can be found using the DV01 Visitor Screen or the DV03 Name Search Screen. Type an "S" (for select) in the ACT field next to the visitor's name and press [ENTER]. The DV02 Visitor Detail Screen will be displayed. Type the Transaction Type "5" over the existing Transaction Type, press [ENTER] and the Comments Screen will be displayed.

|  |   |   |
|--|---|---|
| DV07 2 A HELL08215201<br>IVS8007<br>VISITOR: HELLER, DAVID M.  | VISITOR DETAIL SCREEN<br>TYPE: A ATTORNEY | MM/DD/YY HH.MM.SS<br>PAGE 001<br>VISITING: NO |
| COMMENTS   |   |   |
| ACTION:<br>TYPE: I INFORMATIO DATE: 07/27/90 COMMENT: WCT1/A11 NCIC CLEARED 7-24-90<br>PER SGT. BALLARD. |   |   |
| TYPE: _  | DATE: __/__/__                            | COMMENT: _____                                |
| TYPE: _  | DATE: __/__/__                            | COMMENT: _____                                |
| TYPE: _  | DATE: __/__/__                            | COMMENT: _____                                |
| READY FOR UPDATE   |   |   |

When the Comment section of the DV02 Visitor Detail Screen appears the VISITOR and TYPE fields will be automatically generated by the program. A "YES" or "NO" will also be displayed in the VISITING field, indicating whether or not the visitor is currently visiting an inmate. Before a comment can be added, changed or deleted a single character ACTION CODE must be type in the ACT field. The codes are as follows:

#### ACTION

- A add a comment
- C change an existing comment
- D delete an existing comment

There are ten (10) COMMENT TYPE codes.

#### TYPE (Comment)

- |                  |                       |
|------------------|-----------------------|
| A arrest         | R inmate refused      |
| C contraband     | S search information  |
| D denied         | T terminated          |
| I information    | V vehicle information |
| P pending review | W warning             |
| S suspended      | T terminated          |

The DATE field entry is the standard six (6) digit entry. The date entered is the effective date of the comment (e.g. If an incident occurred during a visit on a Saturday use Saturday's date for the comment).

Three lines are available on the screen for typing the comment. All comments should be concluded with the computerized Staff I.D. of the staff member making the comment and the Location Code (e.g. XYZ4/B05).

Once the visitor information is typed and the [ENTER] key pressed an "UPDATE COMPLETE" message will appear at the bottom of the screen. If the message is not displayed there will be an error message at the bottom of the screen. Read the error message, make the necessary corrections and press the [ENTER] key.

#### DATA ENTRY - DV08 MINOR DETAIL SCREEN

The DV08 Minor Detail Screen identifies the adult visitors who can accompany a minor to visit an inmate. To Display this screen from the MENU (DT01 0 IVS), enter a Transaction Type "0" in the TYPE field, the VISITOR TYPE CODE in the (TYPE) field, the VISITOR KEY in the (VISITOR KEY) field and press the [ENTER] key.

The DV08 Minor Detail Screen program is designed to allow this screen to be displayed as a sub-screen of the DV02 Visitor Detail Screen. To display this screen as a sub-screen of the DV02 select the DV02 screen on the MENU and enter a Transaction Type "7" in the TYPE field, the VISITOR TYPE CODE in the (TYPE) field, the VISITOR KEY in the (VISITOR KEY) field and press the [ENTER] key.

To display the DV08 Minor Detail Screen or the Minor Detail Screen as a sub-screen of the DV02, from any screen in AIMS, type DV08 2 R VISITOR KEY or DV02 7 R VISITOR KEY on the screens Transaction Request Line, respectively.

If the VISITOR KEY is not known, it can be found using the DV01 Visitor Screen or the DV03 Name Search Screen. Type an "S" (for select) in the ACT field next to the visitor's name and press [ENTER]. The DV02 Visitor Detail Screen will be displayed. Type the Transaction Type "7" over the existing Transaction Type, press [ENTER] and the Minor Detail Screen will be displayed.

When the DV02 Minor Detail Screen appears the VISITOR Name and TYPE fields will be automatically generated by the program. A "YES" or "NO" will also be displayed in the VISITING field, indicating whether or not the visitor is currently visiting an inmate. Before any visitor information can be added, changed or deleted a single character ACTION CODE must be type in the ACT field. The codes are as follows:

#### ACTION

- A add or group Adult with Minor
- C change an existing Adult grouped with a Minor
- D delete an existing Adult grouped with a Minor

To add an adult visitor to the Minor Detail Screen type the twelve (12) character VISITOR KEY in the ADULT ID field.

|                        |                |                     |                |                   |                |
|------------------------|----------------|---------------------|----------------|-------------------|----------------|
| DV08 2 M (VISITOR KEY) |                | MINOR DETAIL SCREEN |                | MM/DD/YY HH.MM.SS |                |
| IVSB008                |                |                     |                | PAGE 1            |                |
| MINOR:                 |                | TYPE: M MINOR       |                | VISITING: NO      |                |
| ADULT INFORMATION      |                |                     |                |                   |                |
| ACTION:                |                |                     |                |                   |                |
| ADULT ID:              | _____          | DOB:                | _____          | AGE:              | SEX:           |
| ADULT NAME:            | _____          | STAT DATE           | ____/____/____ | REL TO ADULT      |                |
| STATUS FOR MINOR       | _____          | APPROVED:           | ____/____/____ | REMOVED:          | ____/____/____ |
| DATE ADDED:            | ____/____/____ |                     |                | CUR VISITING:     |                |
| ADULT ID: _____        |                |                     |                |                   |                |
| ADULT NAME:            | _____          | DOB:                | _____          | AGE:              | SEX:           |
| STATUS FOR MINOR       | _____          | STAT DATE           | ____/____/____ | REL TO ADULT      |                |
| DATE ADDED:            | ____/____/____ | APPROVED:           | ____/____/____ | REMOVED:          | ____/____/____ |
|                        |                |                     |                | CUR VISITING:     |                |
| ADULT ID: _____        |                |                     |                |                   |                |
| ADULT NAME:            | _____          | DOB:                | _____          | AGE:              | SEX:           |
| STATUS FOR MINOR       | _____          | STAT DATE           | ____/____/____ | REL TO ADULT      |                |
| DATE ADDED:            | ____/____/____ | APPROVED:           | ____/____/____ | REMOVED:          | ____/____/____ |
|                        |                |                     |                | CUR VISITING:     |                |
| READY FOR UPDATE       |                |                     |                |                   |                |

The ADULT NAME, DOB, AGE and the SEX field are automatically generated by the program. Any changes to these fields must be made on the respective Adult Visitor Detail Screen.

|                        |                |                     |                |                   |                |
|------------------------|----------------|---------------------|----------------|-------------------|----------------|
| DV02 7 M (VISITOR KEY) |                | MINOR DETAIL SCREEN |                | MM/DD/YY HH.MM.SS |                |
| IVSB008                |                |                     |                | PAGE 1            |                |
| MINOR:                 |                | TYPE: M MINOR       |                | VISITING: NO      |                |
| ADULT INFORMATION      |                |                     |                |                   |                |
| ACTION:                |                |                     |                |                   |                |
| ADULT ID:              | _____          | DOB:                | _____          | AGE:              | SEX:           |
| ADULT NAME:            | _____          | STAT DATE           | ____/____/____ | REL TO ADULT      |                |
| STATUS FOR MINOR       | _____          | APPROVED:           | ____/____/____ | REMOVED:          | ____/____/____ |
| DATE ADDED:            | ____/____/____ |                     |                | CUR VISITING:     |                |
| ADULT ID: _____        |                |                     |                |                   |                |
| ADULT NAME:            | _____          | DOB:                | _____          | AGE:              | SEX:           |
| STATUS FOR MINOR       | _____          | STAT DATE           | ____/____/____ | REL TO ADULT      |                |
| DATE ADDED:            | ____/____/____ | APPROVED:           | ____/____/____ | REMOVED:          | ____/____/____ |
|                        |                |                     |                | CUR VISITING:     |                |
| ADULT ID: _____        |                |                     |                |                   |                |
| ADULT NAME:            | _____          | DOB:                | _____          | AGE:              | SEX:           |
| STATUS FOR MINOR       | _____          | STAT DATE           | ____/____/____ | REL TO ADULT      |                |
| DATE ADDED:            | ____/____/____ | APPROVED:           | ____/____/____ | REMOVED:          | ____/____/____ |
|                        |                |                     |                | CUR VISITING:     |                |
| READY FOR UPDATE       |                |                     |                |                   |                |

There are six (6) codes that can be used to designate STATUS FOR MINOR. This field denotes the authorization for a visitor to visit an inmate. When entering data only the code needs to be entered. The program will display the code script after the [ENTER] key is pressed.

#### STATUS FOR MINOR

|   |                |   |            |
|---|----------------|---|------------|
| A | approved       | S | suspended  |
| P | pending review | I | inactive   |
| D | denied         | T | terminated |

The **STATUS DATE** refers to the date on which the minor's status was finalized. A six (6) digit entry is required for month, day and year (two (2) digits each). If no date entry is made the program will default to the current date displayed in the top right corner of the screen.

The **REL TO ADULT** field is a single space field used for entering the relationship of the minor to the adult visitor the minor is being grouped with.

#### REL TO ADULT

|   |                   |   |                       |
|---|-------------------|---|-----------------------|
| C | child/stepchild   | F | family (all siblings) |
| P | parent/stepparent | R | other relationship    |
| G | grandparent       | N | no relationship       |
| S | spouse            |   |                       |

**NOTE:** "Other relationship" is to be used for those minors not defined above (e.g. in-laws, aunts/uncles, cousins, etc.).

The **DATE ADDED**, **APPROVED** and **REMOVED** fields require date entries. All visitation date entries require the same six (6) digit entry format as previously described. If no date is entered in the **DATE ADDED** or **APPROVED** fields the program will default to the current date as displayed in the upper right corner of the screen.

If a visitor is placed on inactive or terminated status and no entry is made in the **REMOVED** field the program will default to the current date. If a visitor is not placed on inactive or terminated status the program will default to 00/00/00.

|                        |                |                     |                |                   |                |
|------------------------|----------------|---------------------|----------------|-------------------|----------------|
| DV02 7 M (VISITOR KEY) |                | MINOR DETAIL SCREEN |                | MM/DD/YY HH.MM.SS |                |
| IVSB008                |                | TYPE: M MINOR       |                | PAGE 1            |                |
| MINOR:                 |                |                     |                | VISITING: NO      |                |
| ADULT INFORMATION      |                |                     |                |                   |                |
| ACTION:                |                |                     |                |                   |                |
| ADULT ID:              | _____          | DOB:                | ____/____/____ | AGE:              | ____           |
| ADULT NAME:            | _____          | REL TO ADULT        | ____           | SEX:              | ____           |
| STATUS FOR MINOR       | ____           | STAT DATE           | ____/____/____ | REMOVED:          | ____/____/____ |
| DATE ADDED:            | ____/____/____ | APPROVED:           | ____/____/____ | CUR VISITING:     | ____           |
| ADULT ID: _____        |                |                     |                |                   |                |
| ADULT NAME:            | _____          | DOB:                | ____/____/____ | AGE:              | ____           |
| STATUS FOR MINOR       | ____           | REL TO ADULT        | ____           | SEX:              | ____           |
| DATE ADDED:            | ____/____/____ | STAT DATE           | ____/____/____ | REMOVED:          | ____/____/____ |
| APPROVED:              | ____/____/____ | CUR VISITING:       | ____           |                   |                |
| ADULT ID: _____        |                |                     |                |                   |                |
| ADULT NAME:            | _____          | DOB:                | ____/____/____ | AGE:              | ____           |
| STATUS FOR MINOR       | ____           | REL TO ADULT        | ____           | SEX:              | ____           |
| DATE ADDED:            | ____/____/____ | STAT DATE           | ____/____/____ | REMOVED:          | ____/____/____ |
| APPROVED:              | ____/____/____ | CUR VISITING:       | ____           |                   |                |
| READY FOR UPDATE       |                |                     |                |                   |                |

The **CUR VISITING** field does not require manual entry. The data for this field is generated from the DV01. A "YES" or a "NO" will be displayed depending on the action taken on the DV01. This field indicates whether or not a minor is currently visiting an inmate in a designated visitation area.

Three (3) adult visitors can be added/grouped on this screen at one time. Once the visitor information is typed and the [ENTER] key pressed an "UPDATE COMPLETE" message will appear at the bottom of the screen. If the message is not displayed there will be an error message at the bottom of the screen. Read the error message, make the necessary corrections and press the [ENTER] key.

## DATA ENTRY - DV03 VISITOR NAME SEARCH SCREEN

The DV03 Visitor Name Search Screen provides a list of visitors by name. This screen is very similar in function to the AIMS DT09 Name Search Screen which displays inmates by name. The list provided by this screen contains all Visitor Types. The DV03 Name Search Screen will display legal names first, AKA-1 names second and AKA-2 names third.

The Visitor Name Search Screen provides optional parameters to display a more selective list of visitors by name. The program can include a search to match the Type of visitor, the Status of the visitor, the Social Security Number of the visitor and/or the Secondary ID of the visitor. It can also include a search to match the First Name, the Race, the Sex and/or the Date of Birth. If the year of birth is questionable, another option is provided to expand the search parameter within a plus (+) or minus (-) range of the year of birth (e.g. if the year of birth is 1945 and the +/- range is 5, a search will be invoked to include a match of the year between 1940 and 1950).

| DV03 0 (LAST NAME)<br>IVSB003 |                    | VISITOR NAME SEARCH SCREEN |       |       |       | MM/DD/YY | HH.MM.SS |              |          |
|-------------------------------|--------------------|----------------------------|-------|-------|-------|----------|----------|--------------|----------|
| A                             | C TY               | VISITOR NAME               | S     | R     | T S A | DOB      | SSN      | SECONDARY    | ADD      |
| T PE                          | LAST, FIRST MIDDLE | SUFFIX                     | T X E | MDDYY |       |          |          | ID           | DATE     |
|                               |                    |                            |       |       |       |          |          |              | MMDDYY T |
| -                             | R SMITH, JOHN P.   | (LEGAL)                    | A     | M     | C     | 101040   |          | SI13445908   | 080187   |
| -                             | M SMITH, MARY      | (LEGAL)                    | A     | F     | C     | 101083   | NNNNNNNN | CBAZMARICOPA | 080187   |
| -                             | M SMITH, PAUL      | (LEGAL)                    | A     | M     | C     | 090980   |          | CAZMARICOPA  | 080187   |

PRESS ENTER KEY FOR NEXT PAGE

ACTION CODE: S = SELECT RECORD

When a name search has been completed all of the parameters will be displayed whether or not they were initially selected. In addition, the date the visitor was added to the Visitor List will be displayed.

There are three (3) Transaction Types that can be used to perform searches on this screen.

### TYPE (Transaction)

- 0 visitor name search
- 1 visitor name search match
- 2 visitor SSN search match



There is one (1) Action Code available for use once the visitor search is complete. This code allows a visitor to be selected from the list and the visitor's DV02 Visitor Detail Screen to be displayed.

A  
C  
T

---

S select a visitor record (Visitor Detail Screen, DV02)

There are seven (7) Visitor Codes that may be displayed in this field.

TY  
PE (Visitor)

---

|   |                 |   |                          |
|---|-----------------|---|--------------------------|
| A | attorney        | R | regular adult visitor    |
| I | interrelation   | E | emancipated/minor spouse |
| M | minor visitor   | P | pastor                   |
| S | special visitor |   |                          |

The VISITOR NAME field displays the visitor's last name, first name, middle name/initial and/or a suffix (e.g. Jr., Sr., III, etc.). The name will also be identified as a legal name or an alias (AKA).

There are six (6) codes that can be displayed in the visitor STATUS field.

S  
T  
A  
T (Status)

---

|   |                |   |            |
|---|----------------|---|------------|
| A | approved       | S | suspended  |
| P | pending review | I | inactive   |
| D | denied         | T | terminated |

There are three (3) codes for use in designating the SEX of a visitor.

S  
E  
X (Sex)

---

|   |         |
|---|---------|
| M | male    |
| F | female  |
| U | unknown |

| DV03 0 (LAST NAME)<br>IVSB003  |                  | VISITOR NAME SEARCH SCREEN |   | MM/DD/YY HH.MM.SS |   |        |             |        |
|--------------------------------|------------------|----------------------------|---|-------------------|---|--------|-------------|--------|
|                                |                  | S                          | R | PAGE 1            |   |        |             |        |
|                                |                  | T                          | S | M                 |   |        |             |        |
|                                |                  | A                          | E | ADD               |   |        |             |        |
| C TY VISITOR NAME              |                  | A                          | E | DATE              |   |        |             |        |
| T PE LAST, FIRST MIDDLE SUFFIX |                  | T                          | X | MMDDYY T          |   |        |             |        |
|                                |                  | E                          |   |                   |   |        |             |        |
| -                              | R SMITH, JOHN P. | (LEGAL)                    | A | M                 | C | 101040 | SI13445908  | 080187 |
| -                              | M SMITH, MARY    | (LEGAL)                    | A | F                 | C | 101083 | NNNNNNNNN   | 080187 |
| -                              | M SMITH, PAUL    | (LEGAL)                    | A | M                 | C | 090980 | CAZMARICOPA | 080187 |

PRESS ENTER KEY FOR NEXT PAGE

ACTION CODE: S = SELECT RECORD

There are eight (8) codes for use in designating the RACE of a visitor.

R  
A  
C  
E (Race)

|   |                        |   |                  |
|---|------------------------|---|------------------|
| A | Asian                  | M | Mexican American |
| B | Black                  | N | Mexican National |
| C | Caucasian              | O | Other            |
| I | Native American Indian | U | Unknown          |

The DOB (Date of Birth) field requires a six (6) digit entry. The date must include the month, day and year of birth with two (2) digits assigned to each.

The SSN (Social Security Number) field is a nine (9) character entry. Because the SSN is furnished voluntarily, by the visitor, the SSN is not a mandatory entry.

Thirteen spaces are provided for entering a minor's SECONDARY ID. Examples of a secondary identification are Driver License (prefixed by State initials), State ID (prefixed by the initials "SI"), Military ID (ML), Passport (PP), VISA (VS), Immigration and Naturalization Service (IN), and Bank Card (CB). A certificate of birth is required Secondary ID for minors. The correct sequence for recording a certificate of birth is as follows: CB, the two initial birth State abbreviation, and the county where born (e.g. CBAZMARICOPA).

If a secondary ID has not been provided, the following temporary secondary ID may be used: State abbreviation, AIMS Facility location code, the first four (4) letters of the visitor's last name, and the initials of the first and middle name. For a minor named John P. Smith Jr. visiting an inmate at ASPC-F Central unit, a temporary secondary ID would look as follows: AZA01SMITJP. Temporary/Substitute ID should be replace with a valid Secondary ID as soon as possible.

The ADD DATE field displays the month, day and year the visitor was added to the inmate's Visitor List. If the visitor is on more than one (1) inmate's Visitor List a "Y" will be displayed in the MULT field.

The DV05 Visit Screen performs three (3) functions: One (1), it can provide a record of the visits a inmate has received from a single visitor over a designated time period; Two (2), it can provide a roster of the visits received by an inmate from all of the inmate's visitors over a designated period of time, and Three (3), it can provide a list of inmates that a selected visitor has visited.

The screen displayed for the first two (2) functions is similar. The determination of which screen will be displayed is in the form of the Transaction Request. To display an individual visit record the following transaction request must be entered on the Transaction Request Line: DV05 0 MMDDYY ADC# VISITOR KEY (see example provided below). To display a roster of all the visits received by an inmate the same Transaction Request format is used excluding the VISITOR KEY (e.g. DV05 0 MMDDYY ADC#).

DV05 0 060192 043433 SMIT10104001  
 IVSB005 VISITOR SCREEN  
 INMATE: 043433 NAME: HUMMINGBIRD, NORMA L.  
 VISITORS

| A | T | Y                         | P        | VISITOR NAME | V | I | S | I | T | T     | S     | R | M |
|---|---|---------------------------|----------|--------------|---|---|---|---|---|-------|-------|---|---|
| C | E | LAST, FIRST MIDDLE SUFFIX | DATE     | LOC          | M | T | X | E | L | BEGIN | END   | U |   |
| T |   |                           |          |              | N | A | M | C | P | T     | I     | M | E |
| - | - | SMITH, JOHN P.            | 06/05/92 | B05          | N | A | M | C | P | 10:21 | 11:59 | - |   |
| - | - | SMITH, JOHN P.            | 10/10/92 | B05          | N | A | M | C | P | 09:01 | 15:00 | - |   |
| - | - | SMITH, JOHN P.            | 01/05/93 | B05          | N | A | M | C | P | 09:56 | 12:03 | - |   |
| - | - |                           | /        | /            | - | - | - | - | - | -     | -     | - |   |
| - | - |                           | /        | /            | - | - | - | - | - | -     | -     | - |   |
| - | - |                           | /        | /            | - | - | - | - | - | -     | -     | - |   |
| - | - |                           | /        | /            | - | - | - | - | - | -     | -     | - |   |
| - | - |                           | /        | /            | - | - | - | - | - | -     | -     | - |   |
| - | - |                           | /        | /            | - | - | - | - | - | -     | -     | - |   |
| - | - |                           | /        | /            | - | - | - | - | - | -     | -     | - |   |
| - | - |                           | /        | /            | - | - | - | - | - | -     | -     | - |   |
| - | - |                           | /        | /            | - | - | - | - | - | -     | -     | - |   |

ACTION CODE: S = SELECT VISITOR RECORD

```
0  display visit records
2  change visit records
```

There are two (2) Action Codes that can be used in conjunction with the Transaction Type "0".

S select a visitor record (Visitor Detail Screen, DV02)  
V select a visit record (to change or delete)

Note: The Action Code "V" is used in the same manner as a Transaction Type "2". They are both used to make changes.

|  |   |                           |          |                |   |   |   |                   |   |       |       |
|--|---|---------------------------|----------|----------------|---|---|---|-------------------|---|-------|-------|
| DV05 0 060192 043433                       |   |                           |          | VISITOR SCREEN |   |   |   | MM/DD/YY HH.MM.SS |   |       |       |
| IVSB005                                    |   |                           |          |                |   |   |   | PAGE 1            |   |       |       |
| INMATE: 043433 NAME: HUMMINGBIRD, NORMA L. |   |                           |          |                |   |   |   |                   |   |       |       |
| VISITORS                                   |   |                           |          |                |   |   |   |                   |   |       |       |
| A  | T |                           |          |                |   | T | S | R                 |   |       |       |
| Y  |   |                           |          |                |   | E | T | S                 | A | R     | M     |
| C  | P | VISITOR NAME              |          |                |   | R | A | E                 | C | E     | U     |
| T  | E | LAST, FIRST MIDDLE SUFFIX | DATE     | LOC            | M | T | X | E                 | L | BEGIN | END   |
| -  | - | SMITH, JOHN P.            | 06/05/92 | B05            | N | A | M | C                 | P | 10:21 | 11:59 |
| -  | - | JAMES, MARTHA S.          | 07/05/92 | B05            | N | A | F | C                 | N | 09:00 | 12:01 |
| -  | - | SMITH, JOHN P.            | 10/10/92 | B05            | N | A | M | C                 | P | 09:01 | 15:00 |
| -  | - | HARTER, RONALD J.         | 12/20/92 | B05            | N | A | M | C                 | N | 13:00 | 14:45 |
| -  | - | SMITH, JOHN P.            | 01/05/93 | B05            | N | A | M | C                 | P | 09:56 | 12:03 |
| -  | - |                           |          |                | - | - | - | -                 | - | -     | -     |
| -  | - |                           |          |                | - | - | - | -                 | - | -     | -     |
| -  | - |                           |          |                | - | - | - | -                 | - | -     | -     |
| -  | - |                           |          |                | - | - | - | -                 | - | -     | -     |
| -  | - |                           |          |                | - | - | - | -                 | - | -     | -     |
| ACTION CODE: S = SELECT VISITOR RECORD     |   |                           |          |                |   |   |   |                   |   |       |       |

There are seven (7) Visitor Codes that may be displayed in this field.

|       |                 |                            |
|-------|-----------------|----------------------------|
| T     |                 |                            |
| Y     |                 |                            |
| P     |                 |                            |
| E     | (Visitor)       |                            |
| <hr/> |                 |                            |
| A     | attorney        | R regular adult visitor    |
| I     | interrelation   | E emancipated/minor spouse |
| M     | minor visitor   | P pastor                   |
| S     | special visitor |                            |

The **VISITOR NAME** field displays the visitor's last name, first name, middle name/initial and/or a suffix (e.g. Jr., Sr., III, etc.).

The **DATE** field entry is the standard six (6) digit entry.

The Location Code will be displayed in the **VISIT LOC** field. These codes are provided in the AIMS DA01 Automated Code Tables under the DATA ELEMENT CICURLOC.

The **TERM** field is used to indicate how a visit was terminated. There are two (2) codes that apply to this field.

|   |                          |
|---|--------------------------|
| T |                          |
| E |                          |
| R |                          |
| M | (Visit Termination Type) |

|   |                            |
|---|----------------------------|
| N | normal termination         |
| T | administrative termination |

There are six (6) codes that can be displayed in the visitor **STATUS** field.

S  
T  
A  
T (Status)

---

|   |                |   |            |
|---|----------------|---|------------|
| A | approved       | S | suspended  |
| P | pending review | I | inactive   |
| D | denied         | T | terminated |

There are three (3) codes for use in designating the **SEX** of a visitor.

S  
E  
X (Sex)

---

|   |         |
|---|---------|
| M | male    |
| F | female  |
| U | unknown |

There are eight (8) codes for use in designating the **RACE** of a visitor.

R  
A  
C  
E (Race)

---

|   |                        |   |                  |
|---|------------------------|---|------------------|
| A | Asian                  | M | Mexican American |
| B | Black                  | N | Mexican National |
| C | Caucasian              | O | Other            |
| I | Native American Indian | U | Unknown          |

The **RELATIONSHIP TO INMATE** field is a single space field used for entering the relationship of the minor to the inmate.

RELATIONSHIP  
TO INMATE

---

|   |                   |   |                       |
|---|-------------------|---|-----------------------|
| C | child/stepchild   | F | family (all siblings) |
| P | parent/stepparent | R | other relationship    |
| G | grandparent       | N | no relationship       |
| S | spouse            |   |                       |

NOTE: "Other relationship" is to be used for those minors not defined above (e.g. in-laws, aunts/uncles, cousins, etc.).

If the visitor is on more than one (1) inmate's Visitor List a "Y" will be displayed in the **MULT** field.

When using a Transaction Type "2" or an Action Type "V" to change visitor information only one (1) record can be changed at a time. There are two more subsequent Action Codes required to change or delete a record.

A  
C  
T (Action)

C change visit record  
D delete visit record

Changes can only be made to the following fields:

|                          |                  |
|--------------------------|------------------|
| END TIME (Military Time) | TYPE (Visitor)   |
| TERMINATION (Type)       | STATUS (Visitor) |
| RELATIONSHIP TO INMATE   |                  |

VISIT SCREEN - INMATES VISITED

There is only one (1) Transaction Type that can be used on this component of the DV05 Visit Screen.

TYPE (Transaction)

0 display visit records

The **INMATE NAME** field displays the inmate's last name, first name, middle name/initial and/or a suffix (e.g. Jr., Sr., III, etc.).

The INMATE NUM field displays the inmate's ADC Number (e.g. 089899).

[illegible]

The DATE field displays the standard six (6) digit entry.

The Location Code will be displayed in the VISIT LOC field. These codes are provided in the AIMS DA01 Automated Code Tables under the DATA ELEMENT CICURLOC.

The TERM field is used to indicate how a visit was terminated. There are two (2) codes that apply to this field.

T  
E  
R  
M (Visit Termination Type)

---

N normal termination  
T administrative termination

There are three (3) codes for use in designating the SEX of a visitor.

S  
E  
X (Sex)

---

M male  
F female  
U unknown

There are eight (8) codes for use in designating the RACE of a visitor.

R  
A  
C  
E (Race)

---

|                          |                    |
|--------------------------|--------------------|
| A Asian                  | M Mexican American |
| B Black                  | N Mexican National |
| C Caucasian              | O Other            |
| I Native American Indian | U Unknown          |

The RELATIONSHIP TO INMATE field is a single space field used for entering the relationship of the minor to the inmate.

RELATIONSHIP  
TO INMATE

---

|                     |                         |
|---------------------|-------------------------|
| C child/stepchild   | F family (all siblings) |
| P parent/stepparent | R other relationship    |
| G grandparent       | N no relationship       |
| S spouse            |                         |

NOTE: "Other relationship" is to be used for those minors not defined above (e.g. in-laws, aunts/uncles, cousins, etc.).

To display information on other visitation screens or on any AIMS screen move the cursor to the Transaction Request Line in the upper left corner of the screen, type in the Transaction Request and press the [ENTER] key.

## DV11 VISITOR APPROVAL DATE SCREEN

The purpose of the DV11 Visitor Approval Date Screen is to facilitate the data entry process for approving or updating visitor visitation authorization. The DV11 provides the capability to approved or update approvals for thirteen visitors at one time. This screen is particularly useful when utilized in conjunction with the DA04 81 IVS Approval Follow-up Report.

This Batch Report furnishes a list of visitors that have not been reviewed or have had their approvals to visit updated in the past 180 days. The visitors on this list are submitted for an NCIC/ACIC background check. Once having cleared the background check updating approvals can be done on this screen in a few simple steps.

New entries or changes to existing approval dates made on the DV11 will be transferred to the DV02 Visitor Detail Screen.

| DV11 2<br>IVSB011<br>SET DATE.....<br>VISITOR<br>ID |                              | VISITOR APPROVAL DATE SCREEN |               | MM/DD/YY HH.MM.SS<br>PAGE |
|---|------------------------------|------------------------------|---------------|---------------------------|
|   | APPROVAL<br>DATE<br>MO DA YR | VISITOR<br>NAME              | STATUS<br>MSG |                           |
| _____   | 05 03 93                     |                              |               |                           |
| _____   | 05 03 93                     |                              |               |                           |
| _____   | 05 03 93                     |                              |               |                           |
| _____   | 05 03 93                     |                              |               |                           |
| _____   | 05 03 93                     |                              |               |                           |
| _____   | 05 03 93                     |                              |               |                           |
| _____   | 05 03 93                     |                              |               |                           |
| _____   | 05 03 93                     |                              |               |                           |
| _____   | 05 03 93                     |                              |               |                           |
| _____   | 05 03 93                     |                              |               |                           |
| _____   | 05 03 93                     |                              |               |                           |
| _____   | 05 03 93                     |                              |               |                           |
| _____   | 05 03 93                     |                              |               |                           |
| _____   | 05 03 93                     |                              |               |                           |

MESSAGES ENTER CHANGES - PF1 OR CLEAR TO EXIT  
 CLEAR KEY TO EXIT PF1 KEY TO RETURN TO MAIN MENU ENTER KEY TO CONTINUE

There is only one (1) Transaction Type associated with this screen.

TYPE (Transaction)

2 change approval date

The SET DATE field can be used to change the dates in the approval date column. If this field is used the approval dates down the column will change to the date entered in the SET DATE field when the transaction is completed. If no date is entered the program will default to the current date and be displayed down the column.



**NOTE: If the visitor name and/or DOB are changed after the visitor record was created, the Visitor Key will remain the same. A new Visitor Key will not be generated.**

The **APPROVAL DATE** fields display the current date. If no **SET DATE** is entered, the approval date for each visitor entered will be the current date. If a date other than the current date or a **SET DATE** is required the date in the **APPROVAL DATE** field next to the visitor or visitors can be overstricken with the appropriate new date.

The **VISITOR NAME** field will display the name associated with the **VISITOR ID**. If an invalid **VISITOR ID** has been entered, an **ERROR MESSAGE** will appear "RE-ENTER VISITOR ID".

If the VISITOR ID is valid, a found message will be displayed (e.g. SMIT10104001 FOUND).

```

DV11 2
IVSB011
SET DATE----- 03 03 93
VISITOR ID APPROVAL DATE VISITOR NAME STATUS MSG
MO DA YR
SMITH, JOHN P. 19930303 UPDATED
_____ 03 03 93
_____ 03 03 93
_____ 03 03 93
_____ 03 03 93
_____ 03 03 93
_____ 03 03 93
_____ 03 03 93
_____ 03 03 93
_____ 03 03 93
_____ 03 03 93
_____ 03 03 93
_____ 03 03 93
MESSAGES ENTER CHANGES . PF1 OR CLEAR TO EXIT
CLEAR KEY TO EXIT PF1 KEY TO RETURN TO MAIN MENU ENTER KEY TO CONTINUE

```

| AIMS INMATE VISITATION<br>REFERENCE SHEET  |      |      |                      |
|--|------|------|----------------------|
| TRANSACTION  | ID   | TYPE | EXAMPLE              |
| Display Inmates Visitors   | DV01 | 0    | DV01 0 nnnnnn        |
| Enter Inmates Visitors   | DV01 | 1    | DV01 1 nnnnnn        |
| Remove Inmates Visitors  | DV01 | 2    | DV01 2 nnnnnn        |
| Begin Visits to Inmates  | DV01 | 3    | DV01 3 nnnnnn        |
| End Visits to Inmates  | DV01 | 4    | DV01 4 nnnnnn        |
| Display Condensed Vtr Rcd  | DV02 | 0    | DV02 0 R VISITOR KEY |
| Create Visitor Record  | DV02 | 1    | DV02 1 R             |
| Update Visitor Record  | DV02 | 2    | DV02 2 R VISITOR KEY |
| Display Exp Visitor Rcd  | DV02 | 3    | DV02 3 R VISITOR KEY |
| D/U Visitor Suspends   | DV02 | 4    | DV02 4 R VISITOR KEY |
| D/U Visitor Comments   | DV02 | 5    | DV02 5 R VISITOR KEY |
| D/U Adults for Minors  | DV02 | 7    | DV02 7 M VISITOR KEY |
| Delete Visitor Record  | DV02 | 9    | DV02 9 R VISITOR KEY |
| Visitor Name Search  | DV03 | 0    | DV03 0 SMITH         |
| Visitor Name Search Match  | DV03 | 1    | DV03 1 SMITH         |
| Visitor SSN Search Match   | DV03 | 2    | DV03 2 123456789     |
| Display Visit Records  | DV05 | 0    | DV05 0 mmddyy nnnnnn |
| Update Visit Records   | DV05 | 2    | DV05 2 mmddyy nnnnnn |
| Display Suspensions  | DV06 | 0    | DV06 0 R VISITOR KEY |
| Add/Change Suspensions   | DV06 | 2    | DV06 2 R VISITOR KEY |
| Display Comments   | DV07 | 0    | DV07 0 R VISITOR KEY |
| Add/Change Comments  | DV07 | 2    | DV07 2 R VISITOR KEY |
| Display Adults/Minors  | DV08 | 0    | DV08 0 M VISITOR KEY |
| Add/Change Adults/Minors   | DV08 | 2    | DV08 2 M VISITOR KEY |
| Visitor Approval Date  | DV11 | 2    | DV08 2               |
| * VISITOR KEY = First Four (4) Letter of the Visitors Last Name,<br>the Visitor Date of Birth and the Sequence Number. |      |      |                      |

## DA01 AUTOMATED CODES TABLES

This screen provides the code values and descriptions linked to a specific DATA ELEMENT. A Data Element is a Category or Label for specific codes (e.g. CICURLOC = Current Location Codes).

There are two (2) automated methods for determining the DATA ELEMENT linked to a specific screen field:

When an error is made entering data in a field an **ERROR MESSAGE** is displayed listing the DATA ELEMENT at the bottom of the screen.

Or an error in a specific field can be intentionally created to display a DATA ELEMENT.

To display the DA01 Code Tables type the Transaction Request DA01 space, 00 space and the DATA Element (e.g. DA01 00 CICURLOC) on the Transaction Request Line and press the [ENTER] key. The Code Values and their Descriptions will be displayed.

When paging through the DA01 Code Tables a message will appear 'MAX LINES EXCEEDED'. Move the cursor one space past the Data Element name on the top line. Type the code that appeared to the left of the 'MAX LINES EXCEEDED' message and press [ENTER]. This will continue the Code Table display.

Repeat this procedure if the message is encountered again.

To leave the DA01 Code Tables press the [ALT] key down. While pressing the [ALT] key down, press the [CLEAR] key. The screen will go blank and the cursor will be resting in the top left corner. Where the cursor is resting, type DT01 0 IVS and press [ENTER]. The screen will return to the first page of the Visitation Menu.

## BATCH REPORTS

To submit an AIMS Batch Report hold down the [ALT] key and press the [CLEAR] key ([ALT-CLEAR]). The screen will go blank with a blinking cursor in the upper left corner.

Type the desired Batch Report (i.e. DA04 60 IVS) in the top left corner where the cursor is resting.

Run Control Parameters.

When a Batch Report screen is displayed certain information referred to as "RUN CONTROL PARAMETERS" must be filled in. In the case of the DA04 60 IVS Batch Report the CICURLOC CURRENT LOCATION, SORTSEQ SORT SEQUENCE, BEGDATE BEGINNING DATE and the ENDDATE ENDING DATE codes are mandatory entries. The column with the O/M heading designates whether a RUN CONTROL PARAMETER is an OPTIONAL/MANDATORY entry.

|   |                            |                           |                                     |                    |  |
|---|----------------------------|---------------------------|-------------------------------------|--------------------|--|
| DA04 60 IVS                                     |                            | AIMS BATCH SUBMISSION     |                                     | MM/DD/YY HH.MM.SS  |  |
| OTS1188   |                            |                           |                                     | PAGE 1 OF 1        |  |
| SYSTEM: IVS INMATE VISITATION SYSTEM            |                            |                           |                                     |                    |  |
| BATCH TRANSACTION NO: 60 - SPECIAL VISIT REPORT |                            |                           |                                     |                    |  |
| RUN CONTROL PARAMETER                           |                            | VALUE                     | O/M                                 | FORMAT             |  |
| CICURLOC  | CURRENT LOCATION CODE      | ---                       | M                                   | 3 ALPHA            |  |
| SORTSEQ   | CONTROL CARD SORT SEQUENCE | ---                       | M                                   | 1 ALPHA            |  |
| BEGDATE   | BEGINNING DATE OF PERIOD   | ---                       | M                                   | 6 NUMERIC          |  |
| ENDDATE   | ENDING DATE OF PERIOD      | ---                       | M                                   | 6 NUMERIC          |  |
|   |                            |                           |                                     |                    |  |
| CONTACT NAME: DOC MIS                           |                            | PHONE:                    | JOB NAME: DOC07PRO                  |                    |  |
| NUMBER OF COPIES: 01                            |                            | CLASS:                    | PRINTER ID: PB01                    | PGM NAME: H310V060 |  |
| CLASS: C  |                            | RUN TIME: 24:00 THRU 6:00 | CLASS: E RUN TIME: 6:00 THRU 18:00  |                    |  |
| READY FOR UPDATE                                |                            |                           | CLASS: P RUN TIME: 18:00 THRU 24:00 |                    |  |

Type in the three (3) character alpha Location Code (Location Codes can be found in the Automated Code Tables under the DATA ELEMENT CICURLOC).

Type in the one (1) character numeric Sort Sequence Code. The Sort Sequence indicates how the report will be printed out. There are two (2) valid Sort Sequences. The report can sort by inmate or by visitor.

## SORT SEQUENCE

---

- A inmate
- V visitor

Type the standard six (6) character numeric date entry in both the Beginning Date and the Ending Date fields. This establishes the time period the report will cover.

Batch Directions

**CONTACT NAME:** At the bottom of the screen there is a field requesting a CONTACT NAME. The person submitting the request must replace "DOC MIS" with their name.

**PHONE:** Since printer locations are at specific sites rather than at all work stations, staff should include their phone number with the request so they can be contacted upon completion of their report run.

**NUMBER OF COPIES:** If more than one copy of the report is required, simply strike over the number "1" with the number of copies needed.

**CLASS:** This report provides three (3) CLASS options. The CLASS option determines the when the report will be run. If no CLASS option is selected the run time will default to the type displayed in the field.

**PRINTER ID:** To insure a Batch Report is sent to a printer convenient for its retrieval, the appropriate PRINTER ID must be entered for the preferred receipt location.

|   |                            |                                     |                    |                    |                   |
|---|----------------------------|-------------------------------------|--------------------|--------------------|-------------------|
| DA04 60 IVS                                     |                            |                                     |                    |                    | MM/DD/YY HH.MM.SS |
| OTS1188   |                            | AIMS BATCH SUBMISSION               |                    |                    | PAGE 1 OF 1       |
| SYSTEM: IVS INMATE VISITATION SYSTEM            |                            |                                     |                    |                    |                   |
| BATCH TRANSACTION NO: 60 - SPECIAL VISIT REPORT |                            |                                     |                    |                    |                   |
| RUN CONTROL PARAMETER                           |                            | VALUE                               | O/M                | FORMAT             |                   |
| CICURLOC  | CURRENT LOCATION CODE      | ---                                 | M                  | 3 ALPHA            |                   |
| SORTSEQ   | CONTROL CARD SORT SEQUENCE | -                                   | M                  | 1 ALPHA            |                   |
| BEGDATE   | BEGINNING DATE OF PERIOD   | ---                                 | M                  | 6 NUMERIC          |                   |
| ENDDATE   | ENDING DATE OF PERIOD      | ---                                 | M                  | 6 NUMERIC          |                   |
|   |                            |                                     |                    |                    |                   |
| CONTACT NAME: DOC MIS                           |                            | PHONE:                              | JOB NAME: DOC07PRO |                    |                   |
| NUMBER OF COPIES: 01                            |                            | CLASS:                              | PRINTER ID: PB01   | PGM NAME: H310V060 |                   |
| CLASS: C RUN TIME: 24:00 THRU 6:00              |                            | CLASS: E RUN TIME: 6:00 THRU 18:00  |                    |                    |                   |
| READY FOR UPDATE                                |                            | CLASS: P RUN TIME: 18:00 THRU 24:00 |                    |                    |                   |

Local Printer ID.

There are two (2) methods for determining your printer ID:

Type in DT01 0 IIS2 at the top left corner of your screen. This will display Page 2 of the IIS Menu. The TERMINAL ID and PRINTER ID will be displayed at the bottom of this page.

NOTE: IF NO DISPLAY APPEARS CONTACT YOUR AIMS COORDINATOR YOUR TERMINAL MAY NOT BE CURRENTLY TIED TO A PRINTER.

Type DA23 OTS in the top left corner of your screen as if requesting a Memo Router. From the list of available printers select the one that is most convenient for your purposes.

| INMATE VISITATION SYSTEM (IVS)<br>BATCH REPORTS |          |           |  |
|---|----------|-----------|--|
| RPT #   | PGM #    | I/P O/P # | TITLE                                  |
| A1  | H310V085 | IVSO085   | INMATES WITHOUT VISITORS               |
| 10  | H310V010 | IVSO010   | VISITOR LIST (INMATE COPY)             |
| 11  | H310V010 | IVSO011   | VISITOR LIST (OFFICE COPY)             |
| 12  | H310V110 | IVSO012   | VISITOR LIST 6 MONTHS PRIOR            |
| 13  | H310V010 | IVSO012   | VISITOR LIST (OFC COPY) TOTALS ONLY    |
| 21  | H310V020 | IVSO020   | DUPLICATE SOCIAL SECURITY NUMBERS      |
| 24  | H310V020 | IVSO020   | MULTIPLE VISITS REPORT                 |
| 30  | H310V030 | IVSO030   | INMATE VISIT REPORT                    |
| 31  | H310V030 | IVSO031   | LOCATION VISIT REPORT                  |
| 32  | H310V030 | IVSO032   | CURRENT VISITORS REPORT                |
| 40  | H310V040 | IVSO040   | VOLUNTEER REPORT                       |
| 50  | H310V050 | IVSO050   | CONTRACTOR REPORT                      |
| 55  | H310V055 | IVSO055   | CONTRACTOR/SPONSOR CODES               |
| 58  | H310V058 | IVSO058   | CONTRACTOR/SPONSOR VISIT REPORT        |
| 60  | H310V060 | IVSO060   | SPECIAL VISIT REPORT                   |
| 70  | H310V070 | IVSO070   | MINOR VISITORS TURNING EIGHTEEN        |
| 71  | H310V070 | IVSO071   | YOUNG CHILDREN VISITORS TURNING EIGHT  |
| 75  | H310V075 | IVSO075   | INACTIVE INMATE VISITOR UPDATE         |
| 80  | H310V080 | IVSO081-2 | EDIT REPORTS - ALL                     |
| 81  | H310V080 | IVSO081   | VISITOR APPROVAL FOLLOW-UP REPORT      |
| 82  | H310V080 | IVSO082   | VISITORS SUSPENSIONS/VIOLATIONS        |
| 90  | H310V090 | IVSO090   | VISIT SUMMARY - INMATE'S VISITORS      |
| 92  | H310V092 | IVSO092   | VISIT SUMMARY - C, S, AND/OR ATTORNEYS |

## VISITATION REFERENCES

The following listing of Arizona Department of Corrections policy publications is provided for information and compliance as these policies may impact the inmate visitation process. It is recommended that copies of each of these publications be kept with the Visitation Manual to facilitate easy reference. When copying policies, the current Policy Receipt Newsletter, which provides the Alpha Index and the Numerical Table of Contents to policy should be consulted to insure that a copy is also obtained of any pen-and-ink change, and/or any memorandum or other addendum to the policy being copied.

| Type | Number  | Policy or Publication Title                                | Date     |
|------|---------|--|----------|
| DMO  | 89-21   | Visitation - Adult Inmates                                 | 06-13-89 |
| DMP  | 89-21-B | Non-Contact Visitation                                     | 05-08-92 |
| DMO  | 90-15   | Inmate Records System                                      | 08-03-90 |
| DMO  | 91-06   | Arizona Criminal Justice Information System                | 03-22-91 |
| IMP  | 100.4   | Controlling Document Issuance - Distribution and Retention | 03-12-92 |
| IMP  | 501.5   | Transfer of Offender Record Files                          | 12-22-87 |